

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2020 Fulbright Student Program

Funding Opportunity Number: SFOP0005700

Office of Academic Exchange Programs ECA/A/E

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange Programs (ECA/A/E) for the FY 2020 Fulbright Student Program. Proposals must conform to the NOFO, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

Pending the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State will enter into a cooperative agreement with one or more U.S. public or private non-profit organizations meeting the provisions of a 501 (c) 3 to administer the FY 2020 Fulbright Student Program.

The FY 2020 Fulbright Student Program will support the administration of approximately 2,220 new awards to U.S. students to study, conduct research, and teach English abroad and approximately 2,534 new awards (including 471 self-placed foreign students, 410 Fulbright Foreign Language Teaching Assistants (FLTAs) and 182 Faculty Development and Regional Specialty Programs in the Western Hemisphere) for foreign students to study, conduct research, and teach foreign languages in the United States. Additionally, funds may be used to support special initiatives for FY 2020 or previously funded participants as requested by ECA.

Under the terms of the cooperative agreement, the recipient(s) will be responsible for administering a number of special programs and activities for U.S. and foreign students including, but not limited to; the Fulbright-Fogarty Fellowships in Public Health and the Fulbright National Geographic Storytelling Fellowship for U.S. students; the Foreign Language Teaching Assistant (FLTA) Program; the Faculty Development and Regional Specialty Programs for select countries in the Western Hemisphere; the Junior Faculty Development Program for select countries in Near East Asia; Pre-Academic and English Language Training; Short-term Gateway (arrival) Orientations; Foreign Student Enrichment Seminars; and in-country administrative and programmatic support for the Fulbright Program in Russia, Ukraine, and China. This cooperative agreement will support the administration of the program for new FY 2020 students and applicants as well as any special initiatives for participants or previously

funded participants requested by ECA. The cooperative agreement should begin on October 1, 2019, pending the availability of FY 2020 funds.

U.S. public and private non-profit organizations or consortia of eligible organizations meeting the provisions described in Internal Revenue Code section 501(c)(3) may submit proposals to cooperate with ECA in the administration and implementation of one or more of the following:

- Proposals will be accepted from eligible organizations or consortia of organizations wishing to administer the entire worldwide Fulbright Student Program or the entire Fulbright U.S. Student Program.
- Proposals will also be accepted from eligible organizations or consortia of organizations wishing to administer the Fulbright Foreign Student Program for one or more regions of the world. Organizations or consortia applying for the foreign student program in two or more world regions must also include a creative and detailed plan to administer enrichment seminars and programs for foreign students; short-term English language, pre-academic, and orientation programming for all foreign students; and the worldwide Fulbright Foreign Language Teaching Assistant Program.
- For East Asia and the Pacific, proposals must include a comprehensive plan to provide administrative and programmatic support for the Fulbright Program in China.
- For Europe, proposals must include a comprehensive plan to provide administrative and programmatic support for the programs in Russia and Ukraine.
- For Near East Asia, organizations proposing to administer the Foreign Student Program must also administer the Junior Faculty Development Program for the region.
- For the Western Hemisphere, organizations may propose to administer the Foreign Student Program, the Faculty Development and Regional Specialty Programs, or both.

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, the Bureau may renew this cooperative agreement for a period of approximately four additional fiscal years before openly competing it again. The Bureau reserves the right to renew the awards beyond that period. This cooperative agreement will support administration of the program for new students and applicants only; student awards granted in FY 2019 and previous years will continue to be managed by the organizations that currently administer the Fulbright Student Program. ECA reserves the right to reduce, revise, or increase funding amounts and participant numbers pending the availability of funds, the needs of the program, and U.S. Department of State foreign policy priorities. If the Fulbright Student Program is awarded to (an) organization(s) that does/do not currently administer the Fulbright Student Program, the new organization(s) and the current administrators of the Fulbright Student Program will be required to collaborate closely to ensure a successful transition.

For the FY 2020 cooperative agreement(s), which this announcement covers, the partner organization(s) will have responsibility for the following activities: For U.S. students, a potential phase-in of responsibilities for application screening, program implementation, support for monitoring and supervision in the field, and fiscal management for Academic Year (AY) 2020-2021 U.S. student participants; and recruitment and outreach to U.S. student applicants for the

AY 2021-2022 program. For the FY 2020 Fulbright Foreign Student Program, responsibilities will include: application screening, placement, and initial program implementation for AY 2020-2021 foreign student participants, English language, pre-academic training and orientation for AY 2020-2021 foreign student participants; enrichment workshops for AY 2020-2021 foreign student participants; and the development and distribution of recruitment and application materials to Fulbright commissions and Public Affairs Sections (PAS) at U.S. embassies for the AY 2021-2022 Fulbright Foreign Student Program. If the cooperative agreement(s) is/are renewed in subsequent years, the award recipient(s) would be responsible additionally for full-year supervision, monitoring and support for both new and renewal grants for foreign students who would be in the U.S. for study and research, and U.S. students abroad, as required.

A. FULBRIGHT U.S. STUDENT PROGRAM

In support of the Fulbright U.S. Student Program, the award recipient will have responsibility for the following:

1. Application Screening and Selection Process

- Develop and maintain an online announcement with specific country award descriptions as well as a robust and stable application system for the U.S. student program, which will process applicant data through the application, selection, and monitoring phases of the program cycle. The application system must be developed in tandem with all administrators of other Fulbright Student Programs and/or the Fulbright Scholar Program. All application, selection, and individual award data should be entered and maintained in a sortable, searchable format/system that can be shared with ECA. The application system and/or application process must also be accessible to applicants with disabilities.
- Propose a timeline and work plan to meet the following deadlines: The award recipient should prepare and launch an informational website on the Fulbright U.S. Student Program including eligibility requirements and the award announcement for the Academic Year 2021-2022 program cycle by March 31, 2020. Design a searchable, online catalog so that guidelines and eligibility (including language requirements, academic calendar, grant period, eligible fields of study, affiliation requirements, qualifications, research clearances, grant benefits, conditions of award, other general information) are provided in a uniform way for each country. Request updates from all eligible countries in consultation with ECA/A/E regional branches. The award recipient will be required to submit a draft of the appropriate sections of the AY 2021-2022 online catalog to ECA/A/E branches no later than January 31, 2020. Sufficient time should be allowed in the annual publication schedule to give ECA time to review all materials and to suggest possible modifications.
- Describe a plan to conduct a technical review of U.S. student applications for eligibility and completeness (including information such as biographical data, citizenship, veteran's status, transcripts, letters of recommendation, project plans, etc.) and obtain missing documentation from applicants prior to releasing applications to Fulbright National

Screening Committees, Fulbright commissions and/or Public Affairs Sections (PAS) of U.S. embassies, and the J. William Fulbright Foreign Scholarship Board (FFSB). Refer questions of eligibility to the appropriate ECA/A/E branch prior to selection committee review.

- Outline plans for a transparent, merit-based review process, with clearly identified criteria for assessing the U.S. student applications. Propose a plan to appoint and convene national review panels to recommend and rank candidates. Fulbright National Screening Committees should reflect the diversity of the U.S. higher education community and include panelists from minority-serving institutions (MSIs) and other underrepresented institutions as well as qualified Fulbright alumni. As directed by ECA, the award recipient will provide opportunities for Fulbright commissions and PAS to provide input to selection committee members regarding country-specific priorities and/or concerns and develop mechanisms to report selection committee results to all Fulbright commissions and PAS. Develop and implement best practices and training for award recipient staff who serve as panel facilitators. Best practices and training should aim to provide consistency and standardization across all national screening committees regardless of meeting location. In addition, the recipient should provide introductory comments at each panel to emphasize ECA and FFSB priorities. ECA/A/E staff should be included as resources at facilitator trainings and screening committee meetings. ECA/A/E staff should receive a preliminary schedule of meetings at least three months in advance of the first meeting. Additionally, ECA/A/E staff should receive confirmation of meetings and information regarding the committees, including biographical information on each committee member, three to four weeks prior to the meetings (or when the committee members receive their application materials for review).
- Propose a cohesive plan to normalize review panel results across varying U.S. locations if necessary and ensure that review panels for new countries, programs, initiatives, and/or any multi-country review panels are held in Washington, D.C. Screening committees for the Fulbright-Fogarty Program and the Fulbright National Geographic Storytelling Fellowship must also be held in Washington, D.C. in coordination with the Fogarty International Center of the National Institutes of Health (NIH) and National Geographic.
- Propose a plan to notify applicants of their status after meetings of national screening committees.
- Submit the slate of semi-finalist candidates to ECA and the FFSB via the established FFSB Transmittal System. Working with ECA and other Fulbright Program partners worldwide, assist the administrator of the Fulbright Scholar Program with maintenance of the FFSB Transmittal System.
- Propose an electronic system to collect, review, and track participant medical forms, in consultation with ECA and other Fulbright Program partners worldwide. Ensure that the system facilitates the medical clearance process for grantees while safeguarding

personally identifiable information (PII). Contract with a qualified physician for review of medical forms and suggest methods for establishing a pool of qualified medical professionals as future resources. Systematize the method for pre-notification to ECA when there is a conditional medical clearance to ensure that the nominee, Fulbright commission, and/or PAS address concerns prior to arrival in the host country.

2. Program Planning and Management

- Describe a plan to maintain electronically current participant data, including individual grant amounts and fiscal year of funding. Required data fields for the electronic data system include, but are not limited to the following: first name; middle name; last name; gender; race, ethnicity, date of birth; country of citizenship; country of program, country of residence; participant type; field of study/research topic; degree objective (graduating senior/Master's/Ph.D.); home/host institution or affiliation; Fulbright Program category/subcategory; fiscal year of funding; award amount; home/host U.S. state; and U.S. Congressional district.
- Propose a plan to maintain individual grant records for participants.
- Propose a plan to develop protocols for the collection, use, maintenance, and dissemination of personally identifiable information ensuring that the personal information of Fulbright applicants and participants is protected. Protocols should be applied to data submitted for the inclusion in statistical reports, as well as any PII being transmitted between the award recipient and ECA. Additionally, ECA/A/E encourages all award recipients to establish internal protocols ensuring appropriate collection, use, maintenance, and dissemination of PII. Where applicable, ensure these practices fall within parameters required by the European Union's *General Data Protection Regulation* (GDPR).
- In accordance with Federal, Department and Fulbright Program policies and principles and in close consultation with ECA/A/E, determine if any Fulbright candidates have disabilities for which they may need or want to request special accommodations in order to more successfully complete their Fulbright assignments. In such cases, consult closely with ECA/A/E in completing, on a case-by-case basis, the necessary procedural steps for assessing, securing, and/or funding "reasonable accommodations." Train award recipient staff in best practices for addressing disability accommodation requests.
- Respond to renewal/extension inquiries from participants, in consultation and with the approval of the ECA/A/E branches.
- Participate in annual planning meetings with ECA focused on overall improvements in program administration, outreach, enrichment, follow-on, evaluation, etc. Draft meeting notes to outline any agreed-upon actions and share these notes with ECA in a timely manner.

- In collaboration with ECA/A/E, identify appropriate current Fulbright participants or alumni and organize their attendance at meetings, such as FFSB meetings or focus groups, to present their experiences or to discuss possible program improvements.
- Submit required reports. (See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.)

3. Post-Nomination Services

- Describe your capacity and plans to work closely with ECA/A/E branches in the implementation of post-nomination services. Discuss and resolve any conflicting perceptions, issues, or information gaps regarding responsibility for specific actions with the relevant ECA/A/E branch. Note the differences between services to be provided for U.S. participants going to countries where a Fulbright commission manages the program and those going to non-commission countries, where the program is administered by PAS. In general, for non-commission countries, the award recipient will write the grants, disburse stipend payments, and arrange international travel for participants via U.S. airline carriers following regulations of the “Fly America Act.” For U.S. students going to Fulbright commission countries, the Fulbright commission will be responsible for writing grants, disbursing stipend payments, and funding and/or arranging international travel. The Fulbright U.S. Student Program annually sends approximately 560 participants to non-commission countries and 1,660 participants to commission countries.
- Electronically prepare, distribute and collect individual grant terms for each participant as applicable. In consultation with ECA/A/E, utilize the common award document currently in use for U.S. students going to both non-commission and commission countries.
- Prepare individual grant authorizations and grant documents for U.S. students going to non-commission countries.
- Enroll participants in the Bureau’s Accident and Sickness Program for Exchanges (ASPE) health benefits program, and/or other health benefits plan as directed by ECA. Be prepared to implement and support potential new health benefits plans.
- Utilize a system that assigns a unique ID number to each participant enrolled in ASPE for the purposes of health benefits enrollment. This unique ID number must further include a specific number that identifies the U.S. students administered by the award recipient. Collect data on primary and secondary health benefits for each participant enrolled in ASPE.
- Provide support to participants regarding health benefits; assist in filing claims to the designated health benefits administrator and provide all participants with information

regarding options for supplemental insurance. Consult with ECA on participant health issues that may affect successful completion of individual programs.

- Complete loan deferment forms on behalf of U.S. students in a timely manner.
- Provide pre-departure advice and information to all participants. Prepare and distribute country-specific information that has been cleared by appropriate ECA/A/E staff. Assist ECA and the administrator of the Fulbright Scholar Program with virtual and in-person pre-departure orientations as requested. Carry out relevant activities such as, but not limited to: disseminating “save the date” notifications to all semi-finalists; promoting orientation dates on relevant program webpages; developing and maintaining a pre-departure orientation web platform to provide orientation information, including country-specific and other information relevant to U.S. student pre-departure. Orientations should be region-specific and include a separate component for the Fulbright U.S. English Teaching Assistant Program (ETA), for which the award recipient will coordinate at least 10 to 14 hours of training; focusing on English language instruction (i.e. teaching techniques, classroom management, and English resources) as well as identity, diversity, and inclusion issues related to success in the host community.
- In consultation with ECA, establish guidance for the pre-departure orientations including, but not limited to: goals, content, roles and responsibilities of program partners, and timelines for successful completion of all pre-departure orientation activities.
- As directed by ECA, arrange for testing of language skills of U.S. students in ECA-designated, critical languages and/or recipients of the Critical Language Enhancement Awards (CLEA) before departure and upon return. Share test scores with students and host countries. Liaise with CLEA host countries to ensure program success. In consultation with ECA/A/E, review and analyze the effectiveness of the CLEA Program for Fulbright U.S. students. Approximately 90 U.S. students annually receive enhancement awards to study one of the following languages: Arabic (all dialects), Bahasa Indonesia, Bangla/Bengali, Mandarin Chinese, Gujarati, Hindi, Marathi, Punjabi, Russian, and Urdu. *NOTE: The number of U.S. students, eligible countries, and languages supported by the CLEA is subject to change based on budget allocations and U.S. Department of State priorities, pending the availability of funds.*
- Propose a plan to communicate proactively with all U.S. student participants overseas at both predetermined points in time and particularly during periods when participants are known to face greater challenges. Working with participants, troubleshoot and resolve issues that may arise, in consultation with the appropriate ECA/A/E branch, Fulbright commissions, and/or PAS.
- Discuss appropriate monitoring techniques and communication tools that address regional technology challenges and reduce potential gaps in U.S. student monitoring, include the use of electronic and virtual tools (e.g. video call applications) that allow for

varied levels of support per host country depending on existing support services and/or number of participants in country.

- As directed by ECA, provide Fulbright U.S. students overseas access to a 24/7 telephone contact and counseling service to provide emergency support on a range of participant issues.
- Assist ECA, Fulbright commissions, and PAS with reassignment of participants when circumstances require.
- Assist ECA in handling medical emergencies, including mental and physical health issues, medical evacuations, and repatriations of remains.
- When necessary, prepare appropriate documentation for the Fulbright Foreign Scholarship Board requesting termination or revocation of a U.S. student grant. Take appropriate action to recoup funds that may have been previously distributed to a participant whose grant has been terminated or revoked.
- Electronically request, receive, and review mid-term and final participant reports, summarizing key findings by program and world region. U.S. student reports should be accessible to ECA/A/E staff, Fulbright commissions, and PAS electronically and in “real time.” Ensure that U.S. students complete all program reports. Any problems experienced by participants while completing and/or uploading reports must be addressed in a timely manner. The award recipient should notify ECA/A/E staff when reports are completed.
- Discuss an evaluation plan and methodology to collect, analyze, and report on impact data (including multiplier effect) from U.S. Student Program alumni one year from the end date of their Fulbright awards; include recommendations for improvements to current program practices and possible methods for the long-term tracking of U.S. student alumni. Additionally, include methods for summarizing U.S. student alumni data worldwide and/or by program or world region. In consultation with ECA, utilize program alumni or other consultants to assist with impact studies as needed. Place special emphasis on surveys, interactive software, and other data collection methodologies to determine the community impact and multiplier effect of Fulbright ETAs. Propose ways to use appropriate findings from evaluation to promote the program, including infographics, one-pagers, and other state-of-the-art data visualization techniques.
- Notify U.S. students of their U.S. government non-competitive eligibility (NCE) hiring status. Prepare and send NCE certificates to students in advance of the end date of their Fulbright Programs.

- As directed by ECA, prepare electronic Fulbright certificates for U.S. students, retiring members of Fulbright National Screening Committees, and retiring Fulbright Program Advisors.

4. Fiscal Management

- Prepare accurate individual award estimates for country, regional and/or program budgets as well as estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and, for finite activities (such as National Screening Committees or pre-departure orientations), provide a final budget with actual costs at the close of the fiscal year.
- Manage stipend payments for participants going to non-commission countries and ensure payments are made as scheduled.
- Administer memorandums of understanding (MOUs) and/or other agreements with cost-share partners in support of the Fulbright U.S. Student Program. As requested by ECA, provide status updates, financial reports, etc. regarding these funding relationships.
- Audit internal functions, system and controls as necessary.
- Review your accounting system for administrative and program expenditures in connection with U.S. government audits.
- Submit reports as requested. (See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.)

5. Recruitment

- Propose a comprehensive strategy for recruitment for the Fulbright U.S. Student Program that will generate a strong pool of qualified applicants for study/research and ETA awards. The plan should be developed in coordination with ECA/A/E and the administrator of the Fulbright Scholar Program and will be subject to ongoing approval and coordination by ECA.
- Include specific strategies for recruiting a pool of applicants that represents all aspects of diversity as referenced in ECA’s *Diversity Statement*, including: race, color, national origin, gender, age, religion, geographic location, socio-economic status, disability, sexual orientation, gender identity, and institutional diversity. The pool of qualified applicants should include robust numbers of applicants from diverse types of institutions, including but not limited to minority-serving institutions. All recruitment efforts should highlight and emphasize the Fulbright U.S. Student Program’s full spectrum of diversity in the United States.

- U.S. Department of State Bureau of Educational and Cultural Affairs sponsorship, management, and oversight of the Fulbright Program should be emphasized in all recruitment activities and the <http://eca.state.gov/fulbright> website should be given as the primary source for information. The recruitment plan in the proposal should make clear the primary purpose and audience for key messages, making sure to differentiate between recruitment needs and general program marketing and promotion. (A separate outreach and marketing plan is requested below.)
- The proposed recruitment strategy should include:
 - Recruitment materials and activities (which may include, but are not limited to, print and online content, social media, videos, in-person recruitment, such as conferences, campus visits, and other events);
 - Plans for implementing a series of high-quality, general-information, and program-specific webinars for potential applicants and proposed methods to track and analyze webinar usage;
 - Regional workshops for college and university Fulbright campus advisors that provide information on selection criteria and procedures and encourage participation in the U.S. student program by a large and diverse pool of institutions and U.S. students;
 - Targeted workshops reaching Fulbright campus advisors and U.S. students from MSIs in conjunction with participation in MSI organization/association conferences throughout the United States;
 - Proposed staff travel to support recruitment, including college/university visits, conferences, and workshops. Recruitment events and travel should leverage synergies between the U.S. student program and other components of the larger Fulbright Program.
 - A detailed subsection of the strategy must include specific recruitment strategies for the Fulbright-National Geographic Storytelling Fellowship and Fulbright-Fogarty Fellowship.
 - Budget estimates for each component of the strategy.
- Develop and maintain a comprehensive network of Fulbright campus advisors serving the Fulbright U.S. Student Program at U.S. colleges and universities nationwide, particularly at underserved and underrepresented institutions. Fulbright campus advisers assist with the program by recruiting, guiding, evaluating and interviewing Fulbright U.S. Student Program applicants from their campuses. Advisers may work in the fellowships, study abroad, or international affairs offices or may be faculty in various departments. A thorough review of the network of Fulbright campus advisers should be undertaken on a regular basis, with a special focus on MSIs and institutions in underrepresented geographic locations, including rural and economically less advantaged communities, to identify and fill vacancies. This review should also include a process of identifying campuses that do not have a Fulbright advisor and encouraging program participation among those campuses, with the ultimate goal of having a Fulbright advisor on all U.S.

campuses. Fulbright campus advisors should be empowered to play a large role in local recruitment and general program promotional efforts.

- Maintain online and regularly update a list of all Fulbright campus advisors. In coordination with the administrator of the Fulbright U.S. Scholar Program, regularly provide comprehensive lists of Fulbright U.S. Student Program and Fulbright U.S. Scholar Program campus contacts for all MSIs to ECA/A/E.
- Working with the administrators of all Fulbright Student Programs, the Fulbright Scholar Program, and the Fulbright Specialist Program, propose a plan to maintain and develop the Fulbright Program's digital asset management system (the Fulbright Source), including its public-facing portal, into a robust tool that supports print and electronic activities in outreach, recruitment and reporting. The award recipient should fully integrate the Fulbright Source into all outreach, marketing, and communications initiatives. The award recipient should be prepared to provide the staffing resources necessary to collect, upload, tag, and curate accurate and relevant Fulbright Program digital assets for the Fulbright Source, and coordinate with ECA/A/E regarding system content and protocols. The award recipient should encourage Fulbright commission, PAS, and partner organization staff to utilize the system as a repository for country-, program- and activity-specific impact data as well as up-to-date outreach and recruitment materials and collateral, and reporting. Current participants and alumni should be encouraged to submit photos, videos, etc. via the Fulbright Source's external uploader feature. In addition, the recipient organization should:
- Streamline the data entry process to simplify the procedure for ECA and Fulbright commission staff, while maintaining excellent data integrity and completeness. Work with Fulbright commission and PAS staff to upload and tag high-quality images and other assets for global use.
- Maintain and update user manuals to help end users troubleshoot data uploads and to help users easily search for useful information.
- The portal should continue to highlight assets that demonstrate the Fulbright Program's history and legacy as well as its current impact and relevance.
- Develop a plan to curate images and documents so they can be easily searched and accessed. Work with ECA on a plan to provide high-quality images, videos, and other content in the Source to ECA and stakeholders on a regular basis. The award recipient may consult or enter into partnerships with experts in collecting, preserving, and cataloging digital assets.
- Plan and undertake other maintenance of the Fulbright Source to ensure that it meets Fulbright Program needs as they evolve.

- As directed by ECA, publish the AY 2019-2020 *Fulbright U.S. Student Directory* online by January 2020. *Fulbright U.S. Student Directory* entries should include name of participant, home state, country of assignment, field of study, and U.S. college or university. Data on AY 2019-2020 participants who are not confirmed by this deadline should be added by March 2020.

6. Special Fulbright U.S. Student Program Components

FULBRIGHT-NATIONAL GEOGRAPHIC STORYTELLING FELLOWSHIP

- Plan and administer the Fulbright-National Geographic Storytelling Fellowships.
- Assist in conducting targeted recruitment in collaboration with ECA/A/E and National Geographic. Ensure that the promotional materials (including electronic and print materials) are updated prior to the opening of the recruitment cycle. As directed by ECA, assist with direct outreach to specific organizations; plan and design program-specific webinars; and conduct other outreach initiatives as necessary.
- Describe a plan to conduct technical review of applications for eligibility and completeness (biographical data, transcripts, recommendations, study plans), and obtain missing documentation from applicants before forwarding applications for FFSB approval.
- In consultation with ECA/A/E, convene a program-specific national selection committee in Washington, D.C.
- Working with ECA/A/E, Fulbright commissions, PAS, and semi-finalists, and in consultation with National Geographic, coordinate and support in-person interviews with selected semi-finalists in Washington, D.C.
- Provide guidance and consult with ECA/A/E, participants and PAS and Fulbright commissions, as necessary, to create program-specific budgets and terms of appointment, and other pre-award activities to ensure that grantees are able to complete successfully their programs, including those with multi-country programs.
- Prepare accurate individual award estimates for program budget as well as estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and provide a final budget with actual costs at the close of the fiscal year.
- For both non-commission and commission countries, write grants, disburse stipend and program-specific allowance payments, and arrange and fund international travel for participants via American carriers following regulations of the “Fly America Act.”

Distribute special program-specific allowances according to program policies in consultation with ECA/A/E, Fulbright commissions, and PAS.

- Assist ECA and the administrator of the Fulbright Scholar Program with a virtual orientation and an in-person, program-specific pre-departure orientation which may include participants to both non-commission and commission countries. This model may be in addition to the orientation provided by National Geographic and/or the regional pre-departure orientations provided by ECA and may include virtual components.
- Proactively monitor participants for the duration of the program and provide updates to ECA/A/E on a regular schedule developed in consultation with ECA/A/E. Monitoring should focus on issues such as physical and mental health, personal safety, host country affiliation, and overall program success.
- Develop, implement, and review participant surveys. Surveys should be available to participants and ECA/A/E in an electronic format. The award recipient must review and analyze surveys; highlight successes, address concerns, and offer programmatic recommendations to ECA/A/E based on provided responses.
- Assist ECA in handling medical emergencies, including mental and physical health issues, medical evacuations, and repatriations of remains.

FULBRIGHT-FOGARTY FELLOWSHIP IN PUBLIC HEALTH

- Plan and administer the Fulbright-Fogarty Fellowships in Public Health.
- Assist in conducting targeted recruitment in collaboration with ECA/A/E and the Fogarty International Center at the National Institutes of Health (NIH). Ensure that the program-specific website and promotional materials (including print materials) are updated prior to the opening of the recruitment cycle. Assist in planning and designing program-specific webinars as well as direct outreach to specific organizations, as directed by ECA/A/E.
- Describe a plan to review and screen applications, conducting a technical review of applications for eligibility and completeness (biographical data, transcripts, recommendations, study plans), and obtaining missing documentation from applicants before forwarding applications for FFSB approval.
- Propose a plan to convene a program-specific national selection committee in Washington, D.C., for application review, in consultation with ECA/A/E and the Fogarty International Center at NIH.
- Provide guidance and consult with ECA/A/E, participants and Fulbright commissions and PAS, as necessary, to create program-specific budgets and terms of appointment, and

other pre-award activities to ensure that participants are able to complete successfully their programs, including those with multi-country programs.

- Prepare accurate individual award estimates for program budget as well as estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and provide a final budget with actual costs at the close of the fiscal year.
- For both non-commission and commission countries, write grants, disburse stipend and program-specific allowance payments, and arrange and fund international travel for participants via U.S. airline carriers regulations of the “Fly America Act.” Distribute special program-specific allowances according to program policies in consultation with ECA, Fulbright commissions, and PAS.
- In coordination with ECA/A/E and, as necessary with Fulbright commissions and PAS, coordinate program-specific pre-departure advice, information, and materials for all participants. This may include coordinating communications between applicants, semi-finalists, and/or participants and Fulbright commissions, PAS, or other entities in the host country. Advise ECA of all communications.
- Assist ECA and the administrator of the Fulbright Scholar Program with a virtual orientation and an in-person, program-specific pre-departure orientation which may include participants to both non-commission and commission countries. This model may be in addition to the orientation provided by NIH and/or the regional pre-departure orientations provided by ECA and may include virtual components.
- Proactively monitor participants for the duration of the program and provide updates to ECA/A/E staff on a regular schedule developed in consultation with ECA/A/E. Monitoring should focus on issues such as physical and mental health, personal safety, host country affiliation, and overall program success.
- Develop, implement, and review participant surveys. Surveys should be available to grantees and ECA/A/E in an electronic format. The award recipient must review and analyze surveys; highlight successes, address concerns, and offer programmatic recommendations to ECA/A/E based on provided responses.
- Assist ECA in handling medical emergencies, including mental and physical health issues, medical evacuations, and repatriations of remains.

B. FULBRIGHT FOREIGN STUDENT PROGRAM

In support of the Fulbright Foreign Student Program, the award recipient(s) will be responsible for:

1. Program Planning and Management

- Estimate program enhancement costs for new students including testing (GRE, TOEFL, TSE, IELTS, and GMAT), academic credential transcript evaluation, and university application. Budget for these costs in the proposed programmatic budget.
- Describe a plan to develop monthly stipend rates based on U.S. government cost of living statistics and recommend them to ECA/A/E for approval prior to implementation. Share stipend rates with administrators of the Fulbright Scholar and other Fulbright Student Programs or with other international exchange programs, as directed by ECA/A/E.
- Prepare accurate estimated costs for university tuition, fees, and health benefits as necessary.
- Prepare accurate individual grant estimates by country and/or program; update projections as necessary.
- Describe a plan to maintain current participant data electronically including individual grant amounts and fiscal year of funding. Required data fields for the electronic data system must include, but are not limited to the following: first name; middle name; last name; gender; date of birth; country of citizenship; race, ethnicity, country of program; country of residence; participant type; field of study/research topic; degree objective (graduating senior/Master's/Ph.D.); home/host institution or affiliation; Fulbright Program category/subcategory; fiscal year of funding; award amount; home/host U.S. state, and U.S. Congressional district. Ensure data is accurate prior to submitting to ECA for inclusion in U.S. Department of State statistical reports.
- Propose a plan to maintain individual award records for participants.
- Describe ways to implement protocols for the collection, use, maintenance, and dissemination of personally identifiable information (PII) ensuring that the personal information of Fulbright applicants and participants is appropriately protected. Protocols should be applied to data submitted for the inclusion in statistical reports, as well as any PII being transmitted between the award recipient(s) and ECA. Additionally, ECA/A/E encourages the award recipient(s) to establish internal protocols ensuring appropriate collection, use, maintenance, and dissemination of PII. Where applicable, ensure these practices fall within parameters required by the European Union's *General Data Protection Regulation* (GDPR).
- In accordance with Federal, Department and Fulbright Program policies and principles, in close consultation with ECA/A/E, determine if any Fulbright candidates have disabilities for which they may need or want to request special accommodations in order to more successfully complete their Fulbright assignments. In such cases, consult closely with

ECA/A/E in completing, on a case-by-case basis, the necessary procedural steps for assessing, securing and/or funding “reasonable accommodations.”

- Propose a plan to ensure that DS-2019s for new foreign students are produced accurately and in an efficient and timely manner. In consultation with ECA, Fulbright commissions, and/or PAS develop a timeline for preparing DS-2019s that prioritizes regions, countries, and/or programs that may require longer timeframes for visa issuance.
- Describe an evaluation design to collect, analyze, and report on impact data (including multiplier effect) from Fulbright Foreign Student Program alumni reports; include recommendations for improvements to current program practices and possible methods for the long-term tracking of Fulbright Foreign Student alumni. Additionally, include methods for summarizing foreign student alumni data worldwide, by program and world region. Propose ways to use appropriate data from evaluation findings to promote the program, such as through infographics, one-pagers, and other materials.
- In collaboration with ECA/A/E, identify appropriate current Fulbright students or alumni and organize their attendance at meetings, such as FFSB meetings or focus groups, to present their experiences or to discuss possible program improvements.
- Request, receive, review and draft analytical summaries of mid-term and final participant reports broken down by program and geographical region. Provide access to reports and summaries to ECA/A/E branches. All reports should be in an electronic format and made available to ECA, Fulbright commissions, and PAS.
- Participate in annual planning meetings focused on overall improvements in program administration, outreach, enrichment, follow-on, evaluation, etc. Draft meeting notes, which outline any agreed-upon actions and share these notes with ECA in a timely manner.
- Submit reports as requested. (See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.)

2. Selection and Placement

- Open a file on each new participant and maintain electronic records.
- Provide and maintain a robust and stable online application system for the foreign student program by which applicant data is processed through application, selection, and monitoring phases of the program cycle. The application system must be developed in tandem with all administrators of other Fulbright Student Programs and/or the Fulbright Scholar Program. All application, selection, and individual award data should be entered and maintained in a sortable, searchable format/system that can be shared with the ECA.

The application system and/or application process must also be accessible to applicants with disabilities.

- Provide online application forms, selection guidelines and related Fulbright materials to Fulbright commissions and PAS. Applicants who wish to administer the Foreign Student Program in the Middle East and North Africa should also submit a robust recruitment plan for Iraq, Lebanon, Libya, the Palestinian Territories, Tunisia, and the United Arab Emirates. ECA reserves the right to request recruitment in additional locales should in-country circumstances and funding permit.
- Conduct a thorough technical review of applications for eligibility and completeness (biographical data, transcripts, recommendations, study plans) and obtain missing documentation from applicants before releasing applications to the FFSB for approval.
- Make completed online applications available to ECA, Fulbright commissions, PAS, and the FFSB.
- Distribute test materials and fee waiver vouchers to Fulbright commissions and PAS.
- Prepare and distribute orientation information to Fulbright commissions and PAS.
- Describe resources for foreign student placement, including leveraging of existing institutional relationships, and plans to produce field-of-study directories, and college and university catalogs, as well as convene professional review committees. Explain how you will proactively seek U.S. college and university support for optimal cost-share for participants, noting any special admission requirements, and detailing how tuition awards and/or other university cost-share will be obtained through scholarships, tuition awards or reductions, and/or fee waivers for both fully- and partially-funded participants.
- Make efforts to increase the diversity of foreign student placements, working to place more students, where appropriate, at minority-serving institutions, state colleges and universities and other institutions of higher education located in underserved geographic locations, including rural and economically less advantaged communities.
- Explain procedures for analyzing student English language proficiency and recommending pre-academic training, as necessary, for those nominees whose English may not meet acceptable admission targets and who may be eligible for long-term training. The award recipient(s) should actively coordinate with the ECA/A/E regional branches on the selection and placement of participants in long-term, intensive English language programs.
- Describe procedures for critically evaluating applications for appropriate college or university submission; reviewing academic credentials, participant profile and

disciplinary interests, funding, and country requirements; and consult with ECA/A/E regional branches regarding high-cost programs and availability of institutional support.

- Follow up with Fulbright commissions and PAS as necessary.
- Fully describe your organizational approach to university placement for graduate level foreign students, highlighting differential strategies for self-placed and fully placed participants at a broad spectrum of higher education institutions. Ensure that submission plans include a robust number of diverse U.S. institutions after evaluation of placement possibilities and financial aid opportunities; and promptly notify designated ECA, Fulbright commissions, and PAS contacts of universities to which foreign student applications have been submitted.
- Describe your organizational capacity to both fast track applications to academic programs across higher education institutions as well as facilitate the implementation of new ECA initiatives as needed.
- Complete college or university applications as necessary; follow-up in a timely manner to confirm university admission.
- Observe submission deadlines and maintain ongoing communication with all program stakeholders at all stages of the placement process.
- Pay university application fees, obtaining fee waivers if possible.
- Receive offers of admission, financial aid, and rejections; analyze admission data and forward placement recommendations to Fulbright commissions and PAS in consultation with ECA/A/E regional branches.
- Finalize U.S. academic admissions after responses are received from Fulbright commissions, PAS and ECA/A/E branches to ensure foreign students meet any special admission requirements.
- Process medical forms and notify ECA of nominees with medical or other concerns that may need to be addressed by the participant, Fulbright commission, and/or PAS prior to arrival in the United States in order to facilitate successful participation in the program.
- Electronically prepare, distribute, and collect individual grant terms for each participant selected as applicable. In consultation with ECA/A/E, continue to utilize the common award document currently in use for foreign students from both non-commission and commission countries.
- Forward housing information to Fulbright commissions and PAS. Finalize housing reservations for participants as requested.

- Act on late nominations as necessary, in cooperation with ECA/A/E regional branches, Fulbright commissions, and PAS.
- Notify ECA and advise U.S. colleges and universities if a participant resigns or withdraws from the program.

3. Basic Supervision and Support

- Describe plans to proactively monitor Fulbright foreign students' academic progress, cultural adjustment, physical and mental health, personal safety, and overall success for the duration of Fulbright Program sponsorship.
- Ensure effective networking occurs among foreign student participants at specific universities and within regions across the United States as well as with the U.S. students, faculty, and host communities in which they are placed. Encourage participation in opportunities that allow foreign students to experience the diversity of the United States, including interaction with diverse American populations.
- Develop a plan of study and academic grade report forms for student and/or faculty advisor completion on a quarterly basis; provide ECA/A/E with an "Alert List" which includes information on foreign student participants that require additional monitoring.
- Propose a plan of activities to promote community engagement as integral to the overall Fulbright Foreign Student experience, including methods to encourage volunteerism through targeted messages to Fulbright commissions, PAS, faculty advisors, participants, and other program stakeholders. In consultation with ECA/A/E, include community engagement activities in enrichment programming as appropriate, and facilitate additional activities through U.S. colleges and universities and/or the award recipient(s) offices.
- Describe methods for collecting foreign student impact stories resulting from involvement in local communities and highlighting these stories for ECA.
- Present a plan for assisting participants to comply with Federal income tax regulations and calculating appropriate amounts that must be withheld from student grants in accordance with *The Tax Reform Act of 1986*, *The Tax Cuts and Jobs Act of 2017*, and other legal requirements.
- Describe plans to serve as Alternate Responsible Officers (AROs) for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS), monitoring and maintaining appropriate non-immigrant visa status for foreign student participants at all times. Abide by all J visa regulations, helping participants to comply with federal, state and local regulations, including but not limited to the two-year home residency requirement, tax liability (reporting incoming benefits to the IRS, as

applicable), indebtedness, and expired permission to remain in the United States. Provide timely documentation for the following: incoming and return travel; other border crossings; continuation of stay in the United States; programs/projects in medical-clinical fields; employment authorization; academic training, and transfer of J visa sponsorship, as applicable.

- Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits plan, and/or other health benefits plan. Be prepared to implement and support a new potential health benefits plan, including securing health benefits coverage for all foreign student participants through university coverage or other appropriate means.
- Issue health program ID cards and provide assistance to participants regarding health benefits; assist in filing claims to the designated health benefits agency, and provide all students with information about supplemental insurance. Consult with the ECA on participant health issues that may affect successful completion of individual programs.
- Award recipient(s) must utilize a system that assigns a unique ID number to each participant enrolled in ASPE for the purposes of health benefits enrollment. This unique ID number must further include a specific number that identifies the foreign students' particulars to that organization. ECA will provide the award recipient(s) with the software/web-based applications, ID cards, brochures, instructions and forms necessary to manage the health benefits administrator. The award recipient(s) will need to collect data on primary and secondary health benefits for each participant enrolled in ASPE.
- Monitor and distribute approved grant payments, reimbursements, and advances in a timely manner; authorize special allowances as stipulated in the individual grant or by ECA/A/E; clarify policies and procedures and resolve problems relating to award benefits and payments.
- Describe a comprehensive monitoring plan for foreign student participants, including communication tools, monitoring techniques, and best practices to reduce potential gaps in foreign student monitoring.
- Working closely with the host institutions, and in consultation with ECA/A/E branches, make proactive efforts to assist participants in coping with and resolving serious academic or other personal difficulties; physical and mental health and legal emergencies; provide counseling and/or make appropriate referrals.
- Assist ECA in handling medical emergencies, including mental and physical health issues, medical evacuations, and repatriations of remains.
- Maintain computer files on the current academic and visa status of each participant.

- As directed by ECA, prepare and transmit reports on participant status. Publish by January 31, 2020, on the program website, the *Fulbright Foreign Student Directory*. *Fulbright Foreign Student Directory* entries should list incoming participants only and provide statistics for new and renewal students alphabetically by country, by state, host institution and field of study.

4. Fiscal Management

- Prepare accurate individual award estimates for country and regional budgets as well as estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and, for finite activities (such as gateway orientations and enrichment seminars), provide a final budget with actual costs at the close of the fiscal year.
- Manage stipend and tuition payments for foreign participants, primarily from non-commission countries.
- Prepare and distribute payments to U.S. academic institutions as scheduled.
- Administer memorandums of understanding (MOUs) and/or other agreements with cost-share partners in support of the Fulbright U.S. Student Program. As requested by ECA, provide status updates, financial reports, etc. regarding these funding relationships.
- Audit internal functions, system, and controls as necessary.
- Audit payments for participants, including travel, fees, allowances, and other related payments.
- Audit tuition bills; correspond with institutions concerning clarification of charges, as necessary.
- Review your accounting system for administrative and program expenditures in connection with U.S. government audits.
- Submit reports as requested. (See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.)

C. SPECIAL FULBRIGHT FOREIGN STUDENT PROGRAM COMPONENTS

In support of the Fulbright Foreign Student Program, organizations proposing to administer two or more world regions for the foreign student program will also have responsibility for the following enrichment activities:

1. Pre-Academic Programming

- Plan and administer English language, academic and professional preparedness programs for up to 600 incoming foreign students. *Note: Approximately 60 foreign students worldwide will be enrolled in long-term English programs that will be arranged by the award recipient(s) providing university affiliation services for those students.* Most long-term intensive English programs will run from January 2020 to August 2020 (eight-month program) or from March 2020 to August 2020 (six-month program). Foreign students requiring longer intensive English training must be approved by ECA on a case-by-case basis.
- Provide ECA/A/E with status reports on long-term English placements.
- Demonstrate capacity to analyze English language level, evaluate credentials, arrange placement and supervise foreign students in appropriate academic English language programs.
- By January 2020, in consultation with ECA/A/E, design criteria and models for English language, academic, and professional preparedness programs. Propose strategic selection criteria that address both the needs of the nominees and the priorities of specific countries and/or the overall Fulbright Foreign Student Program. Proposed approaches to pre-academic programming must be innovative, cost-effective and promote ECA's diversity goals.
- Select institutions to provide English language and academic preparedness programs. Most summer pre-academic programs will vary in length from two-to-six weeks depending upon the incoming students' levels of English language ability and academic preparedness. In consultation with ECA/A/E, propose a plan to select pre-academic host institutions, which allows for a staggering of contracts and annual adjustments to the group of pre-academic host institutions.
- Arrange summer pre-academic placements for Fulbright Foreign Students needing minimal English language training and/or additional academic preparation, including foreign students administered by other award recipients.
- In consultation with ECA/A/E, promote pre-academic programs as part of an enrichment package to Fulbright commissions and PAS.
- Provide a directory of pre-academic training programs for Fulbright commissions and PAS and a handbook of information for the directors of summer pre-academic programs. ECA/A/E should review and clear the directory and handbook before dissemination.
- Develop materials that emphasize the importance of pre-academic programs in preparing

foreign students, particularly candidates from diverse backgrounds, for academic study in the United States.

- Provide comprehensive information on pre-academic programs on the Fulbright Foreign Student website. Information should include program benefits, terms and conditions, reporting requirements, and an FAQ section.
- For all pre-academic programming, award recipient(s) should follow current branding guidelines established by the U.S. Department of State and the Fulbright Program.
- Ensure that branding for pre-academic programs emphasizes the U.S. government's role in the Fulbright Program and its enrichment programming. All print and electronic materials should note, "The Fulbright Program, a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>." This language should appear prominently on all print and electronic materials and should precede any language regarding the role of the award recipients in supporting the implementation of the program on behalf of the U.S. Department of State, and is subject to change as a result of the brand narrative recommendations that will be provided at the conclusion of the Fulbright Marketing Initiative. Furthermore, all ECA award recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press. For more information visit <https://eca.state.gov/comms-guidance>.
- Provide estimated program budgets for short-term pre-academic programs, including per diem and travel, for all pre-academic programs. Budgets should include estimated and/or actual individual participant cost by region and country.
- Pre-academic programs that are required by foreign students' U.S. host institutions should be budgeted for in the cost of the students' individual grants, not as part of the pre-academic programming line item. Foreign students required to participate in specialized pre-academic programming related to their field of study (e.g. law, economics, mathematics, etc.) should participate in the pre-academic program offered by their U.S. host institution to the greatest extent possible.
- Monitor and evaluate all pre-academic host institutions and programs, conducting site visits to the greatest extent possible. Provide ECA/A/E with status reports on pre-academic placements and a list of participants placed in both pre-existing summer pre-academic programs and Fulbright-specific contract programs.

- Provide ECA/A/E with participant evaluations of pre-academic programs as well as staff “read-outs” of summer pre-academic programs within 30 days of the conclusion of the program.
- Prepare a comprehensive report on pre-academic programs for inclusion in the Fulbright Program joint annual report (JAR). Provide additional interim reports, upon request.

2. Gateway (Arrival) Orientations

- Plan and administer up to eight gateway orientations to prepare participants for successful academic, personal, and professional experiences in the United States and clarify their roles and responsibilities as Fulbright participants.
- In consultation with ECA/A/E, host institutions for gateway programming should be selected on three-year competitive cycles, pending the availability of funds. However, not all institutions should be selected in the same year to allow for staggering of contracts and annual adjustments to the group of host institutions.
- In consultation with ECA/A/E, create an overall timeline for gateway orientations, including planning dates and deadlines.
- Describe selection criteria and assignment process for the gateway orientations. Provide a sample program agenda that addresses both general concerns of foreign students and any adjustment issues specific to students from particular countries as well as the roles and responsibilities of a Fulbright Foreign Student. Proposed agendas must promote ECA’s broad diversity goals.
- Provide projected program budgets, including per diem and travel, for all gateway orientations. Program budgets must be cost-effective.
- Propose strategies to standardize gateway content and share best practices among host institutions.
- Discuss a plan for posting comprehensive information describing gateway orientations on the Fulbright Foreign Student Program website including information on program benefits, terms and conditions, reporting requirements, an FAQ section, participant quotes, and photos from recent gateway orientations.
- For all gateway programming, award recipient(s) should follow current branding guidelines established by the U.S. Department of State and the Fulbright Program. Branding for gateway orientations must emphasize the U.S. government’s role in the Fulbright Program and its enrichment programming. All print and electronic materials should note, “The Fulbright Program, a program of the U.S. Department of State’s

Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>.” This language should appear prominently on all print and electronic materials and should precede any language regarding the role of any recipient organizations in supporting the implementation of the program on behalf of the U.S. Department of State and is subject to change as a result of the brand narrative recommendations that will be provided at the conclusion of the Fulbright Marketing Initiative. Furthermore, all ECA Grant Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press. For more information visit <https://eca.state.gov/comms-guidance>.

- Provide ECA with a summary of participant evaluations from all gateway orientations as well as staff “read-outs” of each orientation within 30 days of the event.
- Prepare a comprehensive report on gateway orientations for inclusion in the Fulbright Program JAR. Provide additional interim reports, upon request.

3. Enrichment Seminars

- In consultation with ECA/A/E, propose an overall plan and timeline for a series of up to 12 mid-year enrichment seminars for Fulbright Foreign Students. As part of the plan, outline possible themes for enrichment programs to be conducted, from late-fall 2020 through late-spring 2021. The timeline should specify dates by which the award recipient will provide ECA/A/E with draft program agendas, final agendas, and participant lists. ECA/A/E must approve preliminary agendas before speakers are invited to attend and all final seminar agendas before they are printed and distributed. The award recipient should not sign any contracts with hotel venues until receiving approval from ECA/A/E.
- In consultation with ECA/A/E, propose to administer up to eight interactive, multiple format, four-day core enrichment seminars for first-year Fulbright Foreign Students. Seminars should be proposed for approximately 140 students each; they should be cost-effective and provide students an in-depth understanding of American institutions, society, and culture. At least one of the core enrichment seminars must be held in Washington, D.C.
- In consultation with ECA/A/E, propose to administer up to four thematic, four-day seminars, ranging from 60 to 140 participants per seminar for targeted groups of Fulbright Foreign Students. Seminars may address areas and/or topics such as global health, entrepreneurship and innovation, the skills gap and workforce development, security, STEM, etc. All Requests for Proposals (RFPs) for thematic seminars must be approved by ECA/A/E before release.

- Propose a plan to administer enrichment and re-entry programming for foreign students from Afghanistan and Pakistan, including two seminars per country (one enrichment seminar and one re-entry seminar), pending the availability of funds.
- In developing enrichment seminar content, incorporate opportunities for Fulbright Foreign Students to experience the diversity of the United States, including interaction with American populations who represent diverse viewpoints, ethnicities, genders, and other aspects of diversity.
- A plan for posting comprehensive information on enrichment seminars on the Fulbright Foreign Student Program website should be included in the proposal, including information on program benefits, terms and conditions, reporting requirements, an FAQ section, participant quotes, and photos from recent enrichment seminars.
- In consultation with ECA/A/E, plan to promote enrichment seminars as part of an enrichment package to Fulbright commissions and PAS.
- Include targeted pre-seminar outreach to participants who are not participating in pre-academic or gateway programs, in an effort to increase the number of participants who attend at least one enrichment activity during their Fulbright Program.
- All seminar speakers and site visits should be carefully reviewed for appropriateness and to ensure they are aligned with the balanced and non-partisan nature of the Fulbright Program.
- Include creative ideas for developing and implementing a strategic communications plan designed to publicize Fulbright enrichment seminars and the participants and/or alumni attending them.
- For all enrichment activities, provide proposed staffing and travel budgets and plan to confirm staffing of events with ECA no less than two weeks in advance of each event. As appropriate, plan to invite staff from all administrators of the Fulbright Foreign Student Program.
- For all enrichment programming, award recipient(s) should be prepared to follow current branding guidelines established by the U.S. Department of State and the Fulbright Program. Ensure that branding for enrichment seminars emphasizes the U.S. government's role in the Fulbright Program and its enrichment programming. All print and electronic materials should note, "The Fulbright Program, a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>." This language should appear prominently on all print and electronic materials and should precede any language regarding the role of any recipient

organizations in supporting the implementation of the program on behalf of the U.S. Department of State and is subject to change as a result of the brand narrative recommendations that will be provided at the conclusion of the Fulbright Marketing Initiative. Furthermore, all ECA Award Recipients must adhere to the requirements in ECA's Communications Guidance on the creation of program branding and attribution, websites, social media, and press. For more information visit <https://eca.state.gov/comms-guidance>.

- Be prepared to provide ECA with a summary of participant evaluations from the enrichment seminar as well as staff "read-outs" of each enrichment seminar within 30 days of the event. Additionally, a final comprehensive report on enrichment seminars should be included in the Fulbright Program JAR.
- Develop a comprehensive calendar of all enrichment activities offered to Fulbright Foreign Students regardless of their program administrator. The calendar should be updated and provided to ECA/A/E whenever there is a change to the enrichment schedule.

4. Other Enrichment Programming and Activities

- In consultation with ECA/A/E, propose a plan to host at least four one-day workshops for foreign student visiting researchers at the award recipient office and/or those of other Fulbright Foreign Student Program administrators. Programs can include discussions of first-semester challenges and successes specific to visiting researchers, a panel featuring continuing foreign student visiting researchers and returned U.S. Fulbright alumni, and networking opportunities. Propose cost-effective methods to increase engagement and networking between Fulbright Student and Scholar Visiting Researchers.
- In consultation with the ECA/A/E, propose innovative models for possible special enrichment activities that will provide approximately five-to-ten Fulbright Foreign Students an immersive experience with American peers, and the ability to gain leadership training and/or broad exposure to subject matter experts in a variety of fields. Suggested activities should be short-term and might include opportunities to raise the overall profile of the Fulbright Program. Priority should be given to exposing participants to underserved geographic locations, including rural and economically less advantaged communities that are often not visited by foreign students. All special enrichment activities must be approved by ECA/A/E.
- In consultation with ECA/A/E, propose virtual re-entry programming targeted at students returning home. Include content, such as Fulbright goals and identity, follow-on program participation as alumni, leadership and professional skills development, and cultural readjustment.

- In consultation with ECA/A/E, provide administrative support for working meetings between ECA and Fulbright commission staff as required.

5. Fulbright Foreign Language Teaching Assistant Program (FLTA)

Organizations proposing to administer Fulbright Foreign Student Program in two or more world regions will also have responsibility for the Fulbright Foreign Language Teaching Assistant Program.

- Plan and administer the Fulbright Foreign Language Teaching Assistant Program for approximately 410 foreign participants.
- In close consultation with ECA/A/E and the administrator of the U.S. Student Program, propose and implement an innovative plan to publicize and promote the FLTA Program hosting opportunities to U.S. colleges and universities, with a special focus on MSIs and community colleges. Target geographic areas, including rural and economically less advantaged communities that are currently underrepresented in the program. Develop and implement recruitment synergies with other Fulbright Programs, including the Scholar-in-Residence Program and the Outreach Lecturing Fund, that also seek U.S. college/university institutional applicants from MSIs, community colleges, and other underrepresented institutions of higher education.
- Conduct a national competition for colleges and universities to host FLTAs on their campuses.
- Explain to potential host institutions the cost-share component of the FLTA program. Proactively seek cost-share from host institutions and set requirements for university cost-share in an effort to maximize cost efficiencies and maintain a high number of FLTA participants. Collect detailed information from the host institutions, regarding cost-share they offer (e.g. tuition awards, housing and maintenance allowances, etc.), in advance of placement and selection.
- Participate in applicant interviews in the home country as needed and/or requested by ECA.
- Propose a detailed timeline for notifying ECA of the following: results of application technical review; selection of host U.S. universities; proposed placement for FLTAs; and final selection of FLTAs.
- Review FLTA nominations from Fulbright commissions and PAS before sending to ECA for review and FFSB approval.
- Upload applications of recommended candidates into the online application system for ECA and FFSB review. Manage the online application system and troubleshoot.

- Maintain an online matching system for interested host institutions and qualified candidates that will allow you to communicate seamlessly with ECA/A/E, Fulbright commissions, and PAS regarding placement issues and provide bi-weekly updates to ECA during the placement season.
- In consultation with ECA/A/E, develop individual grant terms, handbooks for FLTA participants and supervisors, webinar content, and other materials that provide guidance to participants, host institutions, Fulbright commissions, and PAS.
- Prepare accurate individual award estimates for program budget as well as estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and provide a final budget with actual costs at the close of the fiscal year.
- Arrange participant travel for FLTAs from primarily non-commission countries.
- As directed by ECA/A/E, plan and conduct cost-effective orientation and enrichment programs for all FLTAs, which may consist of international and U.S.-based orientations, and one mid-year workshop. These should include one Arabic-language pre-departure orientation, and approximately six U.S.-based gateway orientations.
- Describe in detail your ability to provide additional services and support for Arabic-language FLTAs. This support should include, but it is not limited to, the following: planning and implementing an Arabic-language pre-departure orientation in the region; serving as a selection panel member for countries nominating FLTAs to teach Arabic; and presenting at the FLTA mid-year workshop. These services should be provided by an in-house expert, or consultant, with a high level of expertise and experience working in the Middle East and North Africa. In addition, knowledge of teaching methodology, classroom management, and cultural adjustment as well as an understanding of both event planning and academic exchange programs is necessary for successful program implementation.
- Propose a comprehensive monitoring plan for FLTA participants, including communication with and support of FLTA supervisors. Describe communication tools, site visits, and other best practices in monitoring to reduce potential gaps in the monitoring of the FLTA Program.
- The recipient organization will also be responsible for providing other administrative services, listed under the Fulbright Foreign Student Program, including serving as Alternate Responsible Officers (AROs) for the issuance of DS-2019 forms and enrolling participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits program, and/or other health benefits plan as directed by ECA.

- Manage FLTA participant and host institution issues as they arise. Assist ECA in handling medical emergencies, including mental health issues, medical evacuations, and repatriations.
- Coordinate U.S. departure details for non-commissions and commission FLTAs.
- In consultation with ECA, develop a plan to collect, analyze, and report impact data. This data should focus on the FLTA Program's impact (and multiplier effect, as applicable) on the following: U.S. foreign language departments; students' interest in foreign languages and cultures; host campus internationalization; home communities of program alumni; and perceptions and professional accomplishments of alumni.

6. The Junior Faculty Development Program (JFDP) for the Near East and Asia

Organizations proposing to administer the Fulbright Foreign Student Program in the Middle East and North Africa will also have responsibility for the Fulbright Junior Faculty Development Program in the Middle East and North Africa. Participating countries include Egypt, Lebanon, and Jordan.

- Plan and administer ten-week intensive professional skills programs in country-specific disciplines for approximately 50 junior faculty.
- Select up to six U.S. universities to provide programming for single-country cohorts of five-to-eight participants.
- The award recipient will be responsible for providing administrative services and oversight for the Junior Faculty Development Program including: programming planning and management; recruitment, selection, and monitoring of U.S. host institutions; placement and monitoring of junior faculty; and fiscal management.
- ECA is substantially involved in the planning and implementation of this program and must be consulted on participant, host, and programmatic challenges as they arise.
- *NOTE: The number of foreign faculty and eligible countries supported by the Junior Faculty Development Program is subject to change based on budget allocations and U.S. Department of State priorities, pending availability of funding.*

7. Fulbright Faculty Development and Regional Specialty Programs for the Western Hemisphere

Organizations proposing to administer the Fulbright Foreign Student Program in the Western Hemisphere may propose to administer the Fulbright Foreign Student Program, the Faculty Development and Regional Specialty Programs, or both.

- The Faculty Development Program awards grants to instructors who teach at tertiary level institutions in their home countries and Regional Specialty Programs generally address country specific priorities.
- These two Western Hemisphere programs will include approximately 182 new and 163 renewal participants, including approximately 15 self-placed students. There will also be approximately 20 new and 20 renewal fully funded, cost-share participants.
- The award recipient will be responsible for providing administrative services for the Faculty Development and Regional Specialty Programs including: Programming Planning and Management; Selection and Placement; Basic Supervision and Support Services; and Fiscal Management.
- ECA is substantially involved in the planning and implementation of this program and must be consulted on participant and programmatic challenges as they arise.

D. FULBRIGHT REPRESENTATION IN RUSSIA, UKRAINE, AND CHINA

Organizations proposing to administer the Fulbright Foreign Student Program in Europe and in East Asia and the Pacific must propose to provide representation and support services respectively in Russia, Ukraine, and China or partner with an organization to administer the Fulbright Student and Scholar Programs in these countries. The administrative responsibilities for the award recipient(s) will include the following:

- Compliance with all legal requirements necessary to maintain a representational presence in-country, as related to registration or licensure, physical space, staff, taxes, program activities, etc.;
- Oversight of modest administrative budgets for each in-country presence. The recipient organization(s) will not have oversight of the program funds designated for the student and scholar programs in Russia, Ukraine, and China;
- Management of all administrative, programmatic and fiscal details of the Fulbright Program;
- Reporting on programmatic, statistical, and financial information;
- In consultation with ECA, propose salaries and benefits for the American Directors of these Fulbright Programs, as applicable;
- In consultation with ECA, propose salaries and benefits for local staff, as applicable; and
- Assist ECA and PAS in the recruitment of Fulbright Program staff when vacancies occur, as applicable.
- Any final decisions on staff hiring will be made by ECA and PAS.

The award recipient's programmatic responsibilities in Russia and Ukraine will include the following, as applicable:

- Recruit and nominate Russian and Ukrainian participants;
- Organize medical clearances for Russian and Ukrainian participants;
- In consultation with ECA/A/E, provide pre-departure orientations for Russian and Ukrainian participants;
- (Russia only) Provide pre-departure orientations focused on the specific needs of FLTA participants;
- Place and monitor U.S. participants at host institutions;
- Implement in-country orientation and mid-year enrichment programming for U.S. participants;
- (Russia only) Implement in-country orientations focused on specific needs of ETA participants;
- Provide on-going program monitoring and evaluation, including routine updates to ECA on perceptions of the Fulbright Program in-country;
- Advise PAS and ECA immediately of any in-country issues and/or participant emergencies or other non-routine issues and occurrences;
- Provide Russian and Ukrainian alumni tracking and programming; and
- In consultation with ECA, assist with additional programmatic activities (e.g. summer schools) that provide partnering arrangements with Russian/Ukrainian institutions and opportunities for Russian/Ukrainian and U.S. faculty and students to engage on priority themes for both countries.

The award recipient's responsibilities in China will include the following:

For Fulbright U.S. Student and U.S. Scholar Research Participants:

- Support PAS Beijing in the review and final selection of U.S. candidates under the student study/research and scholar research programs;
- Provide affiliation guidance and placement services to U.S. student study/research and scholar research participants and confirm affiliations with Chinese host institutions;
- Provide on-going program monitoring and evaluation, including routine updates to ECA on perceptions of the Fulbright Program in-country;
- Advise PAS and ECA immediately of any in-country issues and/or participant emergencies or other non-routine issues and occurrences; and
- Provide Chinese alumni tracking and programming.

For Fulbright Foreign Students:

- Coordinate the recruitment and review of Chinese student applications, including FLTAs, with U.S. and Chinese government representatives,
- Manage the interview process for semi-finalists and process approved nominations of finalists to the FFSB;
- Organize medical clearance for Chinese student finalists;

- Communicate with finalists on U.S. academic placements, advise on J visa regulations, and visa interview preparations;
- Assist the U.S. Embassy to provide a pre-departure orientation for all foreign participants; and
- Provide Chinese alumni tracking and programming.

For Fulbright Visiting Research Scholars:

- Coordinate with U.S. and Chinese government representatives to manage the interview process for the semi-finalists
- Provide logistical support for interviews, including in-county travel for selection panel members;
- Assist PAS Beijing in the final selection of Chinese scholar finalists and process approved nominations of finalists to the FFEB;
- Organize medical clearance for Chinese scholars;
- Communicate with finalists on U.S. academic affiliations, advise on J visa regulations, and visa interview preparations;
- Assist the U.S. Embassy to provide a pre-departure orientation for all foreign participants; and
- Provide Chinese alumni tracking and programming.

F. OUTREACH AND MARKETING

In addition to targeted recruitment for the U.S. student program as discussed above, award recipient(s) for both the U.S. and foreign student programs must be prepared to provide the following support for the program components for which they are responsible:

- Develop, and submit as part of its proposal, an outreach and marketing plan in support of the Fulbright U.S. Student and Fulbright Foreign Student Programs, as applicable. The outreach and marketing plan should be designed in concert with recruitment planning, but should focus on informing a broad general audience, particularly in the United States, about the sponsorship, purpose, significance, effectiveness, impact, value, and relevance of the Fulbright Program. The outreach and marketing plan will be subject to on-going approval and coordination by ECA/A/E.
- Demonstrate the program's inclusiveness, innovation, and local and international impact to current and potential stakeholders, etc. Special attention should be focused on demonstrating the impact of the Fulbright Student Program (both U.S. and Foreign) on U.S. institutions and communities. In developing the general outreach and marketing plan, the award recipient should take into account findings from the Fulbright Marketing Initiative's research and brand evaluation. Any new marketing materials for the campaign must be designed using the latest Fulbright Program and U.S. Department of State style and brand guidelines.

- Press and media relations should be a significant component of the award recipient's outreach and marketing plan. Adequate time and resources should be dedicated to garner media attention for the Fulbright Program through press releases, websites, social media platforms, and other media channels. All general outreach and marketing activities should take into consideration specific recruitment targets as outlined in the organization's recruitment plan.
- The outreach and marketing plan should include a budget estimate for each component.

As part of its general outreach and marketing activities, the award recipient will also:

- Prepare and print Congressional notification letters and accompanying promotional inserts by May 2020 for all U.S. Members of Congress, highlighting the U.S. participants (U.S. Student, U.S. Scholar, and U.S. Teacher Exchange) in their respective state or district; forward drafts to ECA for approval; provide copies of all final letters and inserts to ECA; maintain accurate and up-to-date records on Congressional membership.
- Manage social media assets according to the Fulbright social media strategic plan. This should include participant profiles, storytelling, infographics, and data visualizations.
- As applicable, manage and contribute Fulbright U.S. and Foreign Student Program-specific content to official Fulbright Program social media assets. As noted earlier, Fulbright social media assets should be used primarily as a vehicle to share the impact of the program, not for recruitment. Participant profiles and infographics/data visualization used on social media should be of a general-interest nature.
- Maintain and update a general information website that describes the Fulbright Student Program and all of its components. In the proposal, include plans to ensure the website is user-friendly and accessible to those with disabilities. Website content should be interactive and must emphasize the accomplishments, experiences, impact, and diversity of current and past program participants as well as provide details of current award opportunities. The award recipient must regularly check the website content to ensure that all posted material is current and correct and must submit any new strategies for presenting program information or major revisions of current online materials to ECA for approval prior to development. ECA may request that website content be added or removed in a timely manner.
- Widely advertise and promote ECA's Fulbright Program website (<http://eca.state.gov/fulbright>) and provide draft content, when requested by ECA/A/E, for ECA's Fulbright Program website.
- Produce high-quality promotional videos demonstrating program impact and relevance for general program awareness purposes, as directed and approved by ECA/A/E. The award recipient(s) should combine resources with the administrator of the Fulbright

Scholar Program, and consult with outside video production and editing experts, as needed. The award recipient should take into consideration recommendations from the Fulbright Marketing Initiative's research phase. Video branding should also follow forthcoming guidelines from the FMI's design phase.

- Using findings from the Fulbright Marketing Initiative's brand evaluation and latest guidelines from the FMI's design phase, plan for implementation of outreach and marketing materials and products (e.g., brochures, one-pagers, advertisements, and other digital content). Revised branding and design requirements may be provided by ECA/A/E at the conclusion of the Fulbright Marketing Initiative. The award recipient(s) should also plan for appropriate staffing and resources to implement fully all components of the Fulbright Marketing Initiative, including a refreshed visual identity and brand narrative, and any recommendations for website and social media revisions and/or possible consolidation of platforms.
- Publications, program materials, the website and all other online programs, including social media websites, should explain the mission of the Fulbright Program, its binational character, and highlight the U.S. government and the U.S. Department of State's role as the program's sponsor and manager. As such, all materials should note, "The Fulbright Program, a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international educational exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>." This language should appear prominently on all print and electronic materials and collateral for events and should precede any language regarding the role of the recipient organization in supporting the implementation of the program on behalf of the U.S. Department of State. Publications should prominently feature the Fulbright logo and the U.S. Department of State seal, in accordance with current branding guidelines. All components of the outreach and marketing plan and all publication materials such as brochures, including cover designs, must be submitted to the ECA/A/E outreach team for approval prior to implementation, publication, and dissemination.
- All print and online materials provided to applicants, participants, Fulbright commissions, PAS, program advisors and host institutions, and peer review committee members should be submitted to ECA/A/E for review prior to distribution.

G. ECA INVOLVEMENT

In a cooperative agreement, ECA/A/E is substantially involved in program activities beyond routine monitoring. In the one or more cooperative agreement(s) issued under this NOFO, ECA/A/E will be responsible for the following:

1. Participating in and approving the design and direction of all program activities;

2. Approving key personnel;
3. Providing guidance in execution of all program components, in particular execution of program policy and guidelines;
4. Approving and providing input on program timelines, agendas, and administrative procedures;
5. Reviewing and approving all program recruitment, publicity, and outreach materials;
6. Overseeing the selection of participating students, in cooperation with Fulbright commissions and U.S. embassies, and subject to final selection by the FFSB;
7. Approving changes to students' proposed field, program, or host institution;
8. Approving decisions related to special circumstances or problems throughout the duration of the program;
9. Providing final approval for all student placements;
10. Assisting with non-immigration status and other SEVIS-related issues;
11. Providing guidance and assisting with participant emergencies and medical evacuation.
12. Monitoring correspondence with Fulbright commissions and/or U.S. embassies; and
13. Liaising with relevant U.S. embassies, Fulbright commissions, and country desk officers at the U.S. Department of State.

II. PROGRAM SPECIFIC GUIDELINES

Proposals should describe in detail the capacity of the applicant organizations to fulfill all requirements of the NOFO and POGI. As applicable, proposals should offer strategies for the recruitment of U.S. students, particularly to ensure more diversity, and plans to enhance the visibility of the program. Proposals should also describe in detail strategies for placement of foreign students at appropriate host institutions, for obtaining financial aid, scholarships and private sector funding for foreign students, and plans to enhance the visibility of the foreign student program. Applicant organizations should address their ability, at the request of the Bureau, to assist embassies and commissions with the foreign student program, as required. Organizations should also address their regional, exchange or other subject matter expertise, which would contribute to administration of the program. Proposals should describe the organization's capacity and flexibility to assume supplementary work if additional funding such

as cost-sharing for individual student grants or workshops should become available. In such an instance, additional funding might also be made available to cover administrative costs.

All statistical information gathered and compiled by the cooperating organization(s) on the program participants should be electronically transferable to the databases maintained by the ECA. Therefore, each applicant must confirm that its system for collecting and storing data on participants is compatible with the Bureau's systems.

PROGRAM REPORTING

Staffing and Key Personnel:

The proposal and staffing pattern should outline key personnel clearly. Under the Fulbright Student Program, key personnel would include responsible signatories on the award as well as senior staff responsible for program oversight and implementation. Other key personnel may be identified during award negotiations and/or the period of performance. Please include the job description and resume for key personnel in the proposal submission. ECA/A/E reserves the right to review and approve the roles and responsibilities of these positions prior to future advertisement and subsequent hiring by the award recipient organization.

ECA requests that the award recipient organization(s) present administrative unit costs that accurately reflect the level of staff effort. This is increasingly important as new cost-share agreements come into place in various countries. The recipient organization(s) should also provide a quarterly staffing pattern to ECA/A/E; this should include office location and detail roles and responsibilities making clear the volume of work per employee.

Program Reporting:

In collaboration with the administrators of the Fulbright Student Programs, the Fulbright Scholar Program and the Fulbright Specialist Program, the recipient organization must contribute program data and narrative text to the Fulbright Program joint annual report (JAR) for submission to ECA by November 30, 2020. This report should include comprehensive program statistics from the 2019-2020 Fulbright Programs and projected program statistics for 2020-2021. The report should also include information on all enhancement activities and be developed in consultation with ECA/A/E.

The recipient organization(s) must prepare and submit to ECA annual interim and final Performance Progress Reports (SF-PPR) detailing FY 2020 program activities carried out during the period of performance. Interim SF-PPRs are due to ECA semi-annually no later than 30 days after the end of the reporting period. The final SF-PPR is due to ECA no later than 90 days after the end of the award period of performance.

Financial Reports:

The recipient organization(s) should provide detailed "Status of Funds" reports for student programs, organized by world region and country. Individual students should be listed,

including the fiscal year of their program start. These reports should capture the amount transferred to date via the quota sheets, total paid expenditures, current balance, unpaid commitments, and projected balance. The first report is due approximately nine months after the start of the cooperative agreement. Reports are subsequently due after the end of each fiscal quarter. The award recipient should also provide a minimum of two status reports on administrative funds. The first report should be provided approximately six months after the start of the fiscal year.

Other Reports:

As requested by ECA, the award recipient(s) should prepare summary reports on the applicant pool (number of applications, trends, distribution of applications by country and region, degree objective fields of study, quality), placement, projected costs, statistics, or expenditures, or other program information as necessary. Please provide a final list of participant placements by July 1, 2021 or as directed by ECA/A/E.

The award recipient(s) will submit bi-weekly reports on U.S. and foreign students currently on program to ECA/A/E. Quarterly “Alert Lists” detailing any monitoring concerns for both U.S. and foreign students should be submitted to ECA/A/E, as applicable. Individual participant reports should be submitted to ECA, Fulbright commissions, and PAS as requested. The award recipient(s) will also prepare and submit program and country reports to ECA/A/E branches as requested.

REGIONAL INFORMATION

In preparing proposals, applicant organizations or consortia proposing to administer the worldwide U.S. student program, the worldwide foreign student program, the FLTA program or the foreign student program in one or more regions should refer to the following description of regional programs, list of countries by region, and projected caseload for each country. *NOTE: In the regional charts below, “N/A” indicates that the specific Fulbright Program component does not operate in that country and “0” indicates that the program component is open to applicants, but there were no students selected in FY 2019.*

Sub-Saharan Africa (AF)

Foreign student programs are offered in 36 countries in Sub-Saharan Africa; U.S. student programs are available in approximately 27 countries. There are no Fulbright commissions in the region. The program is managed on a regional basis with no specific country quotas; however, assuming appropriate quality and candidate pools, ECA allocates at least one award annually to each participating country.

Organizations applying to administer the student program in Sub-Saharan Africa should propose a detailed plan to provide a substantive presence in the region. This regional presence would assist U.S. embassies in the successful implementation of key program components, including but not limited to, the following: monitoring and in-region enrichment programming for U.S.

grantees; recruitment and selection, advising and pre-departure orientations for foreign students; and training of newly hired Locally Employed Staff.

The projected African student caseload for FY 2020 is approximately 150 awards: approximately 20 to 25 South African students and 120 to 125 students from the rest of the region, of which 15 to 20 foreign students will require long-term intensive English. The award recipient shall provide university placement services and arrange university health insurance, in addition to ASPE, for all African foreign student grantees.

The foreign student program is the largest element of the Sub-Saharan Africa Fulbright Program. The program offers up to two years of funding towards a Master's or Ph.D. degree or one year of research. The program is designed to strengthen African universities by providing staff with the opportunity to study and obtain degrees at institutions of U.S. higher education. Although the core exchanges involve junior faculty at African universities, foreign students may also come from public and private educational, cultural and professional institutions. PAS in each participating country determines the fields of study and degree objectives for the student program and conducts a competition in the home country. PAS and its binational selection committee determine and prioritize the panel of candidates.

The projected number of U.S. student grants to graduating seniors, recent graduates, and graduate students is approximately 92 for FY 2020. This includes 29 English Teaching Assistants (ETAs).

The projected caseload for new student grants for Sub-Saharan Africa in FY 2020 will be similar to the following:

COUNTRY	U.S. STUDENTS			FOREIGN STUDENTS		
	Total	Student/ Researcher	ETA	Total	Placed	Self-Placed
Angola	N/A	N/A	N/A	4	4	0
Benin	4	2	2	4	4	0
Botswana	2	2	N/A	3	3	0
Burkina Faso	2	2	N/A	5	5	0
Cameroon	1	1	N/A	4	4	0
Chad	N/A	N/A	N/A	5	5	0
Comoros**	N/A	N/A	N/A	1	1	0
Congo – Brazzaville	0	0	N/A	2	2	0
Congo – DROC	N/A	N/A	N/A	2	2	0
Cote d'Ivoire	6	1	5	5	5	0
Eswatini*	2	2	N/A	3	3	0
Ethiopia	3	3	N/A	N/A	N/A	N/A
Ghana	5	5	N/A	4	4	0
Guinea	1	1	N/A	3	3	0

Kenya	7	3	4	4	4	0
Lesotho	1	1	N/A	2	2	0
Madagascar	2	2	N/A	3	3	0
Malawi	3	3	N/A	4	4	0
Mali	N/A	N/A	N/A	5	5	0
Mauritania	N/A	N/A	N/A	5	5	0
Mauritius	2	2	N/A	2	2	0
Mozambique	1	1	N/A	5	5	0
Namibia	2	2	N/A	4	4	0
Niger	0	0	N/A	5	5	0
Nigeria	4	4	N/A	8	8	0
Rwanda	4	2	2	5	5	0
Senegal	10	4	6	3	3	0
Sierra Leone	1	1	N/A	3	3	0
South Africa	16	6	10	25	25	0
South Sudan	N/A	N/A	N/A	2	2	0
Sudan	N/A	N/A	N/A	3	3	0
Tanzania	5	5	N/A	4	4	0
Togo	1	1	N/A	4	4	0
Uganda	5	5	N/A	3	3	0
Zambia	2	2	N/A	3	3	0
Zimbabwe	N/A	N/A	N/A	3	3	0
AF Total	92	63	29	150	150	0

*The Fulbright Program in Comoros is administered by PAS Madagascar.

**Formerly Swaziland

East Asia and the Pacific (EAP)

In East Asia and the Pacific, it is projected that approximately 361 new grants will be awarded to foreign students in FY 2020. The foreign student program in the region supports both degree and non-degree study. Individual foreign student numbers are determined by Fulbright commissions and PAS, in consultation with ECA. The award recipient is responsible for writing individual grants and placing foreign students from the majority of EAP countries, with some exceptions. Of the 361 new foreign students, approximately 50 will have grants issued by a Fulbright commission and the balance will have their grants issued by the cooperating agency. Approximately 57 new foreign students will be self-placed and the balance will require university placement services by the award recipient.

It is projected that approximately 525 new grants will be made to U.S. students. The majority of grants for U.S. students will be for recent graduates who wish to serve as English Teaching Assistants in those countries in the region where such programs are offered although the program will also support a number of grants for one year of study and research at the graduate level.

The projected caseload of new grants for the East Asian and Pacific region in FY 2020 will be similar to the following:

COUNTRY	U.S. STUDENTS			FOREIGN STUDENTS		
	Total	Student/ Researcher	ETA	Total	Placed	Self-Placed
Australia	7	7	N/A	25	15	10
Brunei	1	1	N/A	1	1	0
Burma	N/A	N/A	N/A	9	9	0
Cambodia	4	4	N/A	7	7	0
China	40	40	N/A	18	18	0
Hong Kong/Macau	11	1	10	10	0	10
Indonesia	50	15	35	95	95	0
Japan	20	20	N/A	20	0	20
Korea	95	15	80	35	32	3
Laos	14	2	12	6	6	0
Malaysia	105	5	100	7	7	0
Mongolia*	8	2	6	18	18	0
New Zealand	7	7	N/A	22	12	10
Philippines	8	8	N/A	25	25	0
Singapore	2	2	N/A	3	2	1
South Pacific	2	2	N/A	5	5	0
Taiwan*	108	8	100	12	12	0
Thailand	17	2	15	7	4	3
Timor Leste*	2	N/A	2	6	6	0
Vietnam	24	4	20	30	30	0
EAP Total	525	145	380	361	304	57

*In FY 2020, these additional foreign students will be funded as follows:

- Approximately 10 Mongolian students through direct transfers of funding from the Mongolian government;
- Approximately 17 Taiwanese students through direct transfers of funding from the Fulbright Commission; and
- Approximately 5 Timorese students through direct transfers of funding by Conoco-Philips.

Europe and Eurasia (EUR)

The Fulbright Student Program is currently active in 46 countries in Europe and Eurasia. The program is administered in 24 countries in Europe by Fulbright commissions, in Luxembourg by the Fulbright commission in Belgium, and in Andorra by a Fulbright committee that works

closely with the Fulbright commission in Spain. In 19 countries, the program is managed by PAS. Russia and Ukraine have separate Fulbright offices to administer the program in close cooperation with PAS. There is also a special program with the European Union administered by the Fulbright commission in Belgium. Student programs are generally open to graduating seniors, recent graduates, and graduate students in all fields of study.

Approximately 612 new foreign students from Europe and Eurasia will receive awards to study in the United States in FY 2020. The award recipient will be responsible for university placement services for approximately half of the foreign students. The remaining foreign students will be either self-placed or placed by their respective Fulbright commissions.

In FY 2020, it is projected that approximately 1,003 U.S. students will receive grants to study and conduct research in Europe and Eurasia.

The projected caseload of new grants for the Europe and Eurasia in FY 2020 will be similar to the following:

COUNTRY	U.S. STUDENTS			FOREIGN STUDENTS		
	Total	Student/ Researcher	ETA	Total	Placed	Self-Placed
Albania	2	2	0	2	2	0
Andorra	5	0	5	1	1	0
Armenia	4	2	2	7	7	0
Austria	26	14	12	14	14	0
Azerbaijan	4	0	4	4	4	0
Belarus	4	0	4	2	2	0
Belgium	11	9	2	19	0	19
Bosnia and Herzegovina	3	1	2	3	3	0
Bulgaria	36	4	32	7	7	0
Croatia	3	1	2	2	2	0
Cyprus	4	2	2	2	2	0
Czech Republic	37	5	32	3	0	3
Denmark	14	11	3	15	0	15
Estonia	4	1	3	3	3	0
European Union	4	4	0	0	0	0
Finland	21	21	0	12	0	12
France	39	29	10	27	0	27

Georgia	5	1	4	12	12	0
Germany	218	78	140	76	0	76
Greece	25	10	15	18	0	18
Hungary	15	10	5	10	5	5
Iceland	6	6	0	4	0	4
Ireland	7	7	0	14	0	14
Italy	23	16	7	12	0	12
Kosovo	6	2	4	5	5	0
Latvia	4	1	3	4	4	0
Lithuania	4	2	2	4	4	0
Luxembourg	4	2	2	2	0	2
Macedonia	4	2	2	4	4	0
Malta	2	0	2	0	0	0
Moldova	7	2	5	2	2	0
Montenegro	2	0	2	1	1	0
Netherlands	40	25	15	8	0	8
Norway	16	12	4	30	0	30
Poland	22	12	10	26	6	20
Portugal	6	3	3	25	6	19
Romania	18	8	10	12	12	0
Russia	35	10	25	44	44	0
Serbia	12	3	9	2	2	0
Slovakia	10	1	9	4	4	0
Slovenia	2	2	0	3	3	0
Spain	170	30	140	41	26	15
Sweden	8	8	0	6	6	0
Switzerland	10	10	0	8	8	0
Turkey	30	10	20	57	12	45
Ukraine	20	10	10	30	30	0
United Kingdom	51	51	0	25	0	25
EUR Total	1,003	440	563	612	243	369

Near East Asia (NEA)

The Fulbright Student Program is offered in 16 countries/locations in the Middle East and North Africa: Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, the Palestinian Territories (Gaza and West Bank), Saudi Arabia, Tunisia, and the United Arab Emirates. The Fulbright Program in Egypt, Jordan, Israel, and Morocco is administered by

Fulbright commissions and in other countries by PAS. The program for participants from the West Bank and Gaza is administered by the Palestinian Affairs Section located at U.S. Embassy Jerusalem.

Organizations or consortia applying to administer the Fulbright Foreign Student Program in the Middle East and North Africa should demonstrate the capacity to assist ECA, U.S. embassies, and Fulbright commissions (as specified) in publicity and recruitment, selection, testing, and pre-departure services for grantees from the region. The Fulbright U.S. and Foreign Student Programs are currently suspended in Syria and Yemen due to ongoing conflict. Should conditions improve in the future, ECA reserves the right to re-open country programs in Syria and Yemen. In several other countries, the Fulbright U.S. Student Program and/or the Fulbright Foreign Student Program are suspended or not offered. However, these programs could become active in the future if security conditions permit or if partner governments express interest. Should these programs become active in the future, ECA reserves the right to add them.

In FY 2020, up to 190 foreign students from the Middle East and North Africa will receive awards primarily for Master's degrees, while approximately 18 foreign students from Egypt, Morocco, and Tunisia will participate in non-degree study programs. The majority of foreign students will require university placement services; however, ECA anticipates that approximately five Israeli students will also request self-placement. The award recipient is also expected to recruit up to 85 foreign students for academic year 2021-2022 from the following locations: Iraq, Lebanon, Libya, the Palestinian Territories (Gaza and West Bank), Tunisia, and the United Arab Emirates.

ECA anticipates providing awards to approximately 57 U.S. students for up to one year of non-degree study in the Middle East and North Africa, as well as up to 38 English Language Teaching Assistants (ETAs). The total number of awards for the U.S. student program is contingent upon conditions in country and is subject to change based on the ability to administer U.S. programs in certain areas of the region.

The projected caseload of new grants for North Africa and the Middle East in FY 2020 will be similar to the following:

COUNTRY/ LOCALE	U.S. STUDENTS			FOREIGN STUDENTS		
	Total	Student/ Researcher	ETA	Total	Placed	Self-Placed
Algeria	2	N/A	2	15	15	N/A
Bahrain	4	2	2	10	10	N/A
Egypt	2	2	N/A	50	50	N/A
Gaza	N/A	N/A	N/A	6	6	N/A
Iraq	N/A	N/A	N/A	15	15	N/A
Israel	18	12	6	14	9	5

Jordan	25	15	10	10	10	N/A
Kuwait	2	2	N/A	N/A	N/A	N/A
Lebanon	N/A	N/A	N/A	13	13	N/A
Libya	N/A	N/A	N/A	5	5	N/A
Morocco	24	12	12	24	24	N/A
Oman	1	1	N/A	N/A	N/A	N/A
Qatar	N/A	N/A	N/A	N/A	N/A	N/A
Saudi Arabia	2	N/A	2	N/A	N/A	N/A
Syria	N/A	N/A	N/A	N/A	N/A	N/A
Tunisia	N/A	N/A	N/A	15	15	N/A
United Arab Emirates	3	3	N/A	5	5	N/A
West Bank	4	N/A	4	8	8	N/A
Yemen	N/A	N/A	N/A	N/A	0	N/A
NEA Total	87	49	38	190	185	5

The recipient also is expected to administer the Fulbright Junior Faculty Development Program in the summer of 2020. This program will include approximately 30 junior (early career) faculty participants in priority fields from three to four Middle Eastern or North African countries. Junior faculty will be placed at U.S. universities in small, country- and discipline-specific cohorts of six to eight participants, and will complete short-term programs (up to 10 weeks) focused on professional development in research methodology, pedagogy, education technology, curriculum development, and grant writing, with activities including, but not limited to, workshops, academic mentorship, cultural engagement, and community service.

South and Central Asia (SCA)

The Fulbright Student Program is active in 13 countries in South and Central Asia. Four of these programs are managed by Fulbright commissions and the remainder by PAS. Organizations or consortia applying to administer the foreign student program in South and Central Asia should demonstrate the capacity to assist ECA, Fulbright commissions, and/or PAS in publicity and recruitment, selection, testing, and pre-departure services for foreign students from the region.

In FY 2020, it is projected that approximately 324 new foreign students from the region will receive awards primarily to earn Master's degrees. A limited number of awards are offered for Ph.D. study. All foreign students from the region will require university placement by the award recipient.

It is projected that approximately 136 U.S. students (both U.S. student researchers and ETAs) will receive awards for up to one year to conduct research or serve as an English Teaching Assistant in South and Central Asia.

The projected caseload of new grants for the South and Central Asian region in FY 2020 will be similar to the following:

COUNTRY	U.S. STUDENTS			FOREIGN STUDENTS		
	Total	Student/ Researcher	ETA	Total	Placed	Self-Placed
Afghanistan	N/A	N/A	N/A	65	65	0
Bangladesh†	4	2	2	5	5	0
Bhutan	N/A	N/A	N/A	2	2	0
India	90	65	25	46	46	0
Kazakhstan	6	2	4	3	3	0
Kyrgyzstan	6	2	4	3	3	0
Maldives	N/A	N/A	N/A	2	2	0
Nepal	8	4	4	5	5	0
Pakistan	N/A	N/A	N/A	180	180	0
Sri Lanka	10	5	5	4	4	0
Tajikistan	6	2	4	3	3	0
Turkmenistan	0	0	0	3	3	0
Uzbekistan	6	2	4	3	3	0
SCA Total	136	84	52	324	324	0

†U.S. student awards to Bangladesh have been temporarily suspended. ECA may lift the suspension if appropriate.

Western Hemisphere (WHA)

The Fulbright Student Program is now active in 27 countries in the Western Hemisphere. In FY 2020, it is anticipated that 487 new grants will be awarded for graduate study to foreign students coming to the United States. This does not include approximately 40-50 foreign students funded through direct transfers of funding to the award recipient. Of the 487 foreign students, 15 from Canada, at least 10 from Brazil, and approximately 15 Faculty Development grantees from Mexico will be self-placed; 447 foreign students will require university placement services by the award recipient.

Foreign students participate in one of two different programs: the Fulbright Foreign Student Program and the Fulbright Faculty Development and Regional Specialty Programs in WHA.

Foreign students receive awards for one to four years of study toward a Master's or Ph.D. degree. Priority fields of study are determined by the Fulbright commission and/or PAS in each country. Both full and partial grants are offered.

The Fulbright Faculty Development Program awards provide early career and mid-level faculty members of participating Western Hemisphere universities the opportunity to pursue advanced

study in the United States. Fields of study are determined by the Fulbright commission and/or PAS in each country. A majority of participants study at the Master's level; however, doctoral and non-degree studies are also supported. Faculty are selected for their potential to contribute to their disciplines as well as to their academic institutions. Most faculty secure a commitment from their home institutions that they may return to their home university following completion of their studies. Upon their return, faculty resume teaching, research and in some cases, administrative positions at their home institutions, where they share the benefits of their Fulbright experience. Regional Specialty Programs are generally co-funded by foreign country partners and target country priorities.

In FY 2020, ECA projects that 377 grants will be awarded to U.S. students going to the Western Hemisphere, not including approximately 80 additional students funded through direct transfers of funding to the recipient organization.

Brazil, Colombia, and Mexico all offer renewal ETA grants each year to participants who serve as second-year mentors. Of the 40 ETAs to Brazil, approximately 10 will be second-year participants; of the 90 ETAs to Colombia, approximately 15 will be second-year participants; and of the 60 ETAs to Mexico, approximately 5 will be second-year participants.

The projected caseload of new grants for the Western Hemisphere in FY 2020 region will be similar to the following:

COUNTRY	U.S. STUDENTS			FOREIGN STUDENTS				
	Total	Student/ Researcher	ETA	Total	Placed	Self- Placed	Fac. Dev. & Reg. Specialty Placed	Fac. Dev. & Reg. Specialty Self- Placed
Argentina*	24	7	17	44	40	0	4	0
Barbados/E. Caribbean	2	2	N/A	6	4	0	2	0
Bolivia	2	2	N/A	8	6	0	2	0
Brazil*	70	30	40	54	24	10	20	0
Canada	16	16	N/A	15	0	15	0	0
Caribbean Pilot Countries	0	0	N/A	8	8	0	0	0
Chile	13	13	N/A	53	50	0	3	0
Colombia*	98	8	90	73	15	0	58	0
Costa Rica	4	2	2	8	5	0	3	0
Dominican Republic*	2	2	N/A	6	3	0	3	0
Ecuador	13	6	7	19	13	0	6	0

El Salvador	2	2	N/A	7	4	0	3	0
Guatemala	4	2	2	8	5	0	3	0
Haiti	N/A	N/A	N/A	10	7	0	3	0
Honduras	4	2	2	10	5	0	5	0
Jamaica	2	2	N/A	6	4	0	2	0
Mexico	92	32	60	64	32	0	17	15
Nicaragua	0	0†	N/A	8	5	0	3	0
Panama	4	2	2	25	22	0	3	0
Paraguay	4	2	2	15	3	0	12	0
Peru	11	6	5	14	7	0	7	0
Trinidad	2	2	N/A	7	4	0	3	0
Uruguay	8	2	6	12	10	0	2	0
Venezuela	N/A	N/A	N/A	7	4	0	3	0
WHA Total	377	142	235	487	280	25	167	15

*In FY 2020, these additional students will be funded through direct transfers of funding from the partner government:

- Approximately 10-20 Foreign Student awards from Argentina;
- Approximately 80 U.S. ETA awards to Brazil;
- Approximately 20 Faculty Development awards from Colombia; and
- Approximately 10 Faculty Development awards from the Dominican Republic.

Projected numbers for these participants are **not** included in the WHA chart above.

†U.S. student awards to Nicaragua have been temporarily suspended. ECA may lift the suspension if appropriate.

Fulbright Foreign Language Assistant (FLTA) Program

The Fulbright FLTA Program is offered in 56 countries across all world regions. FLTA programs are managed by Fulbright commissions and/or PAS depending on the country. The program is managed globally with grantee numbers being allocated by country to meet the projected interest and hosting capacity of U.S. higher education institutions. ECA/A/E annually establishes recruitment targets for each language and/or participating host country. In the case of languages which are spoken by FLTAs in more than one participating country [Arabic, Bangla, Chinese (Mandarin), German, Kiswahili, and Spanish], the placement process takes into consideration both the FLTA candidate experience and host institution preferences.

The Fulbright FLTA Program hosts foreign participants for an academic year in the United States in which foreign teachers of English are selected to teach their native languages to American higher education students on U.S. campuses. They are also required to take courses (in subjects such as pedagogy and U.S. history) and organize on-campus cultural activities during

their programs. The program is focused on providing diversity in FLTA participants and in the host institution placements (including community colleges and MSIs).

The award recipient shall manage a national competition for U.S. higher education institutions to host FLTAs on their campuses and confirm that institutions maximize their required cost share; participate in the application and review process for host institutions and FLTAs; manage and facilitate the matching process for FLTAs and U.S. host institutions through an online portal; support and arrange travel for those from non-commission countries; provide relevant pre-departure planning services and monitoring of FLTAs; and organize and deliver specialized program orientations and enrichment activities (mid-year conference), for FLTA participants.

Fulbright commissions or PAS in each participating country conducts a competition in the home country. Fulbright commissions or PAS and their binational selection committee determine and prioritize the panel of FLTA candidates.

The projected caseload for FLTA in FY 2020 is approximately 410 individual grants and will be similar to the following:

Language	FLTAs by Language	Home Country	Approximate Number of FLTAs by Country
Arabic Total	68		
		Algeria	2
		Bahrain	4
		Egypt	22
		Iraq	3
		Israel	3
		Jordan	4
		Kuwait	1
		Lebanon	3
		Libya	1
		Morocco	12
		Saudi Arabia	2
		Tunisia	9
		West Bank/Gaza	2
		United Arab Emirates	1
Bangla Total	3		
		Bangladesh	2
		India	1
Burmese		Burma	2
Chinese Total	50		
		China	25

		Taiwan	25
Dutch		Belgium	1
Finnish		Finland	3
French		France	28
German Total	25		
		Austria	12
		Germany	13
Hausa		Nigeria	1
Hindi		India	11
Indonesian		Indonesia	10
Irish		Ireland	8
Italian		Italy	5
Japanese		Japan	14
Kazakh		Kazakhstan	2
Kiswahili Total	13		
		Kenya	4
		Tanzania	9
Korean		South Korea	4
Kyrgyz		Kyrgyzstan	1
Malay		Malaysia	1
Mongolian		Mongolia	1
Pashtu		Pakistan	2
Persian		Iran	1
Portuguese		Brazil	20
Quechua		Peru	3
Russian		Russia	39
Spanish Total	43		
		Argentina	17
		Colombia	5
		Mexico	5
		Spain	13
		Uruguay	3
Tagalog		Philippines	2
Tajik		Tajikistan	1
Thai		Thailand	5
Turkish		Turkey	17
Ukrainian		Ukraine	2
Urdu Total	7		
		India	1
		Pakistan	6

Uzbek		Uzbekistan	3
Vietnamese		Vietnam	3
Wolof		Senegal	2
Yoruba		Nigeria	6
Zulu		South Africa	2
TOTAL APPROXIMATE NUMBER OF FLTAs			410

The projected worldwide caseload for all program components in FY 2020 will be similar to the following:

U.S. Student Researchers	U.S. English Teaching Assistants (ETAs)	Fulbright-National Geographic Fellows	Fulbright-Fogarty Fellows	Foreign Students	Language Teaching Assistants (FLTAs)
923	1,297	5	20	2,124	410

PROPOSAL CONTENTS

Applicants may submit only one proposal under this competition. If multiple proposals are received from the same applicant, all submissions will be declared ineligible and receive no further consideration in the review process.

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)

Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances – Non-Construction Programs,” if applicable.

See applicability guidance below:

- If the applicant organization registered in SAM.gov after February 2, 2018: no SF-424B needed (the organization certified as part of its SAM.gov registration).
- If the applicant organization renewed its annual SAM.gov registration between February 2, 2019 and the date it responds to the solicitation: no SF-424B needed (the organization certified as part of its SAM.gov renewal).
- If the applicant organization has an active SAM.gov registration but has not renewed its registration since February 2, 2019: the SF-424B is required.
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

Program Narrative

Executive Summary (One page)

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

Narrative

In 30 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)

2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted

- Detailed Budget
- Budget Information – Non-Construction Programs (SF-424A)
- The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.
- Calendar of activities/itinerary, if applicable
- Letters of endorsement
- Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)
- First Time Applicant Attachments, if applicable.

1. General Considerations

Applicants should submit separate budget proposals for all the U.S. and Foreign Student Programs for which you are applying, including, if applicable, the U.S. Student Program, regional Foreign Student Programs, the FLTA program, pre-academic English language training, enrichment seminars and gateway orientations, Fulbright services provided in Beijing, Moscow and Kyiv, and outreach as well as a summary page reflecting budget requests for all programs. Please also include separate budget proposals to administer the Pakistan and Afghanistan Fulbright Foreign Student Programs. An explanatory budget narrative must also be included. Applicant organizations should also provide copies of any sub-grant agreements that would be implemented under the terms of this award.

Submit a line item budget in a six-column format as indicated below:

Column 1	FY 2020 Bureau Funds Request
Column 2	Amount of Direct Applicant Cost-Sharing in FY 2020
Column 3	Total FY 2020 Budget (Total of columns 1 and 2)
Column 4	Percent Difference between Columns 3 and 1

2. Budget Guidelines

Applicant organizations must also present a summary budget and separate sub-budgets for each program component, phase, or activity for which they are applying to provide clarification – see additional detail below. While proposal narratives should present a plan for fully implementing all elements of the Statement of Work, proposal budgets for the Foreign Student Program should omit section B3 (Basic Supervision and Support) and proposal budgets for the U.S. Student

Program should omit sections A3 (Post-Nomination Services) and A4 (Fiscal Management).

In addition, the cooperative agreement(s) will include program funds to cover participant expenses such as pre-academic training, short-term gateway orientations, application and standardized testing fees, and enrichment seminar costs for the Foreign Student Program. Applicants may submit a program budget to cover these expenses. Finally, additional program funds will be transferred to the award recipient(s) in quarterly installments for such grantee expenses as tuition, maintenance, allowances, and return travel.

The total FY 2020 funding request for the administration of the worldwide Fulbright Student Program should not exceed \$19,000,000, pending the availability of FY 2020 funds.

ECA anticipates the following new student caseload in FY 2020:

New U.S. Students: 2,220

New Foreign Students: 2,124 (including 471 self-placed students)

Foreign Language Teaching Assistants: 410 requiring placement

Please note the following budget guidelines:

Allowable costs:

a) Allowable administrative costs include items such as:

- Staff salaries and benefits
- Staff travel and per diem
- Rent and facilities
- Furniture and equipment
- Meetings and conferences
- Communication costs
- Indirect costs
- OMB Guidance 2 CFR Parts 200 and 600 Subpart F Audit costs

b) Allowable program costs to be funded by the cooperative agreement include items such as:

- Publicity and outreach
- Website/online application/database management
- Medical review of U.S. student health forms and foreign student health forms, as necessary
- Cost of national review committees for U.S. student candidates; including travel and per diem
- University application fees for foreign student candidates; please give estimates by application

- Standardized test fees for foreign student candidates; please give estimates by test
- Pre-departure orientation costs for U.S. student grantees; including materials, travel, and per diem
- Pre-academic training costs for foreign student candidates; any subawards to host institutions and travel and per diem for participants
- Short-term entry orientations for foreign student grantees; including any subawards to host institutions and travel and per diem for participants
- Enrichment seminars for foreign student grantees; including any subawards to host institutions and travel and per diem for participants
- FLTA orientations: any subawards to host institutions and travel and per diem for participants
- FLTA workshops: any subawards to host institutions and travel and per diem for participants
- Tax withholding, filing, and reporting as required by Federal, state, and local authorities in accordance with relevant tax treaties

c) Grantee program costs to be added to the cooperative agreement(s) in installments, as necessary:

- Monthly stipends and/or other allowances (e.g. baggage, settling-in, etc.) for U.S. and foreign student grantees
- Tuition and fees for foreign student grantees
- Educational allowances for books, materials, etc. for foreign student grantees
- Return travel, conforming to the “Fly America Act”, for U.S. and foreign student grantees

Additional allowable program and grantee program costs may be proposed and/or funded in consultation with ECA, pending the availability of funds.

1. Provide estimated costs for each support service as follows:

Fulbright U.S. Student Program: Application Screening and Selection Process; Program Planning and Management; Post-Nomination Services; Fiscal Management, and Recruitment.

Fulbright Foreign Student Program: Program Planning and Management; Selection and Placement; Basic Supervision and Support; Fiscal Management; Pre-Academic Programming; Gateway (Arrival) Orientations; Enrichment Programming and Activities; and Fulbright Representation in Russia, Ukraine, and China.

2. Provide participant unit costs for award recipient-placed and for self-placed participants. Please coordinate with any prospective subaward recipients to ensure that all unit costs are calculated on the same basis.

3. Provide unit costs for monitoring activities included in this cost category.

4. Provide a detailed proposal and cost for essential domestic and international award recipient staff travel.
5. Provide a projected program budget for the U.S. Student Program, Foreign Student Program, and/or FLTA Program. Fulbright Foreign Student Program proposals submitted for more than one region must provide separate unit costs by support service for each world region, a budget total by world region as well as the FLTA Program, and document the level of effort and total cost per position for each staff member working on the Fulbright Student Program.
6. Propose and provide estimated costs for eight enrichment seminars for first-year foreign students; four thematic, four-day seminars for foreign students; one mid-year workshop for FLTA participants and two seminars each for Afghan and Pakistani participants (one enrichment seminar and one re-entry seminar per country) as well as for up to three additional thematic seminars. Particular attention should be paid to cost efficiencies. Provide cost estimates for participant travel to all enrichment seminars.
7. Provide program budgets for seven orientation seminars for FLTA participants to include one international orientation (for Arabic-teaching participants) and no more than six U.S. based orientations (for other FLTA participants).
8. Estimate program costs for foreign student renewal grants and return travel by region.
9. Provide a list of staff to administer the FY 2020 Fulbright Student Program, including the amounts of time, salary, and benefits attributable to each.
10. Delineate other direct costs, e.g., postage, telephone, reproduction, with percentage attributable to administration of each program component (e.g. U.S. student, foreign student, FLTA, etc.).
11. Provide a detailed explanation of administrative overhead (what elements of the budget it is based upon and how it is calculated).
12. To facilitate budget tracking and reconciliation, please structure the budgets for program costs using the line items and categories similar to those listed above under *Allowable Costs*.
13. Budget Guidelines for the Fulbright Junior Faculty Development Program award for the MENA Region:

The total FY 2020 funding request for the administrative budget for the Fulbright Junior Faculty Development Program for the MENA region should not exceed \$175,500 pending the availability of FY 2020 funds.

ECA anticipates the following new Junior Faculty Development Program caseload in FY 2020:
Junior Faculty: 30 (not including 20 alternates)

14. Budget Guidelines for the Fulbright Faculty Development and Regional Specialty Programs award for WHA:

The total FY 2020 funding request for the administrative budget for the Fulbright Faculty Development and Regional Specialty Programs for WHA should not exceed \$960,000, pending the availability of FY 2020 funds.

ECA anticipates the following new Faculty Development for WHA student caseload in FY 2020:
New Students: 182 (including 15 self-placed students)
New Cost-Shared Students: 30

Please note: All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The recipient organizations will be responsible for issuing DS-2019 forms to participants in this program. Please refer to NOFO for further information.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Private Sector Exchange Designation
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, please contact Leigh Sours (202-632-3235 or SoursLA@state.gov) or Stephen Money (202-632-3258 or MoneySD@state.gov).